

LABOR AGREEMENT

- between -



**SIGNATURE FLIGHT SUPPORT LLC
(WASHINGTON NATIONAL AIRPORT – DCA)**

- and -



**INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS**

DATED: JUNE 1, 2023

TERMINATION: MAY 31, 2028

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AGREEMENT

THIS AGREEMENT made and entered into this 31st day of May 2023, by and between **Signature Flight Support LLC** ("Signature" or the "Company") at its location at Reagan Washington National Airport (DCA), and District Lodge 142, **International Association of Machinists and Aerospace Workers**, hereinafter referred to as the "Union" or "IAM". In this Agreement, all references to "his" or "him" shall be deemed reference to "his/her" or "he/she", and reference to "man" shall be deemed reference to "person".

ARTICLE 1

SOLE AGREEMENT

This Agreement supersedes any and all prior agreements existing or previously executed between the Company and any Union or individual, affecting the employees covered by this Agreement.

ARTICLE 2

PURPOSE OF AGREEMENT

1. The purpose of this Agreement is for the Company, its employees and the Union to cooperate fully in order to provide for the continued operation and services of the Company under the efficiency of the operations of the Company.
2. The Company and Union agree that there shall be no discrimination against any individual with respect to employment, compensation, terms or conditions based upon age, sex, color, race, creed, religion or national origin, marital status, Veterans of War Status, or disability; nor will the Company interfere with, restrain or coerce any employee who, because of his membership therein, engages in lawful union activities. The Company and the Union further agree to abide by the provisions of the Americans with Disabilities Act.
3. Any person who feels he/she has been subjected to sexual, ethnic and/or other forms of impermissible harassment or discrimination agrees to bring his/her complaints to Signature's attention and utilize Signature's internal company's procedure prior to seeking external remedies.

4. It is understood whenever in this Agreement employees are referred to in the masculine gender, it shall be recognized as referring to both male and female employees.

ARTICLE 3
RECOGNITION

1. Signature recognizes the Union, as the exclusive representative for the purposes of collective bargaining in respect to rates of pay, wages, hours of work and other conditions of employment for all employees who work as mechanics, lead line service technicians, line service technicians, mechanic helpers and storekeepers, clerks employed at its facility at the Washington National Airport, Washington, D.C. ("DCA"), but excluding all other employees including guards and supervisors as defined in the National Labor Relations Act.

2. Regular part-time employees will be scheduled to work for not less than (2) hours in any one day, not more than five (5) days per week, nor more than thirty (30) hours per week under ordinary circumstances. No regular full-time employee of the Company will be permitted to participate in part-time work as a regular schedule or receive pay under any other provisions of this Agreement. The Company will not employ part-time employees to avoid the employment or re-employment of full-time employees for whom work requirements exist under regular work schedules. Part-time employees may be temporarily upgraded to full-time status for a period not to exceed eighty-four (84) days to cover extended absences due to extended illness/injuries/leave of absence/open positions while remaining "part-time" employees. Part-time employees will not be covered by or be subject to any provisions of this Agreement except Article 4, Union Membership.

3. Regular full-time employees who are laid off for lack of work and who advise the Employer and Shop Steward, in writing, at the time of their layoff of their desire for such part-time time employment as may become available in the classification from which such employees were laid off, will be given preferential consideration for such part-time time employment as long as employees retain their seniority in accordance with the provisions of this Agreement. However, should an employee decline to accept such part-time work when offered, he shall be given no further consideration for such employment unless and until he shall have once again expressed, in writing, his desire for part-time work.

4. In the event a part-time time employee shall become a regular full-time employee during the term hereof, he will be credited with seniority in the classification he enters as a regular full-time employee, equal to one-half of his continuous service from and after his last date of hire.

5. The parties agree that the Company shall have the right to continue to contract out work, heretofore customarily contracted out; return equipment, parts and or assemblies to the manufacturer or to a manufacturer-approved repair station for repair or replacement; and to contract out any work which, in the judgment of the Company, can be done more economically and expeditiously on such basis, except that the Company agrees that it will not so contract solely to avoid the terms of this Agreement. During the life of this Agreement the Company will not eliminate any of the stated classifications as identified in item One of Article III, Recognition or layoff any employee as a result of contracting out work performed under this Agreement.

ARTICLE 4
DUES CHECKOFF

1. Upon receipt of a signed authorization of the employee involved, the Company shall deduct from the employee's pay the initiation or reinstatement fees and dues payable by him to the Union during the period provided for in said authorization. The amount will be certified by the Secretary-Treasurer or the President of the Local Lodge of which the employee is a member.
2. Deductions shall be made on account of initiation and reinstatement fees and dues, payable from the first pay of the employee after receipt of the authorization. Deductions shall be made on account of union dues from the first paycheck of the employee after receipt of the authorization, and monthly thereafter. In the event the cost of the initiation fees would cause hardship on an employee by taking it all out of one pay, some provisions could be made to allow the individual to pay this fee in installments.
3. Deduction provided in Section 1 shall be remitted to the Secretary-Treasurer of the Union not later than the tenth (10th) day of the month following the deduction and shall include all deductions made in the previous month. The Company shall furnish the Financial Secretary and Local President of the Union with a monthly record of those for whom deductions have been made, and the amount of the deductions.
4. The parties agree that the checkoff authorization shall be in the following form:

TO THE COMPANY: I, (Print Name) _____ do hereby authorize and direct you to deduct from my earned pay, including sick leave payments, beginning with the current month, initiation and/or reinstatement fees and my regular monthly dues or agency fees in Local Lodge No. 1759, International Association of Machinists and Aerospace Workers and to remit same to the Union. I submit this authorization and assignment with the understanding that it will be effective and irrevocable for a period of one (1) year from this date, or up to the termination date (if any) of the current collective bargaining agreement. This authorization and assignment shall continue in full force and effect for yearly periods beyond the irrevocable period set forth above, and each subsequent yearly period shall be similarly irrevocable unless revoked by me within fifteen (15) days after any irrevocable period hereof. Such revocation shall be effected by written notice, sent by Registered Mail, Return Receipt Requested, to the employer and the Union within such fifteen (15) day period.

"Contributions or gifts to Local Lodge 1759, International Association of Machinists and Aerospace Workers are not tax deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code."

EMPLOYEE SIGNATURE

DATE

5. The Union agrees to indemnify the Company against any award, judgment, loss or expense arising out of any legal claim made against the Company by an employee because of such deductions from his wages.

ARTICLE 5
JOB CLASSIFICATIONS AND DESCRIPTIONS

1. The parties recognize the right of the Employer to assign employees to work in any of the following classifications, provided they are paid properly under the Agreement. It is not the intent of the Employer to assign employees to classifications other than their own unless the needs of the business so require. The following job descriptions and classifications shall continue in effect unless the Employer makes substantial changes in job content.

Until such time as business conditions dictate, employees will be cross utilized to ensure customer requirements are satisfied. The Company further acknowledges that as the business develops and conditions warrant available work will be assigned, to the extent possible, along job classification lines. Finally in the event that DCA reopens as a full-service fixed base operation providing pre-September 11, 2001, service levels to general aviation customers, the Company agrees to meet with the Union to discuss staffing, job assignments and duties and responsibilities of bargaining unit employees.

Mechanic - The work of a mechanic shall consist of and include any and all work of a mechanical nature required in connection with the services rendered by the Employer, to include aircraft towing, mechanical work involving dismantling, overhauling, repairing, fabrication, assembling, testing, welding, painting and erecting of airplanes, airplane engines of all design, electrical systems, heating systems and interiors, machine tool work and other related duties. In addition, he performs required duties in connection with dismantling, overhauling, repairing, fabricating, painting, assembling, testing, welding and erecting all parts of airplanes, airplane engines (this includes jet and rocket), radio equipment, electrical systems, heating systems, interior and machine tool work therewith. In addition, the work shall include the dismantling, repairing, painting, fabricating and erecting of machinery, mechanical devices, automotive equipment and building maintenance and repair, which includes carpentry, painting, masonry, plumbing, electrical, landscaping; repairing, altering and construction of buildings and equipment; maintaining of fire equipment and repair work. May be required to provide on-the-job training and instruction to employees learning the duties of the classification. Must hold state regulations. Must be capable of performing all required duties to the satisfaction of the Employer and in accordance with established federal standards. Must own the necessary tools as required by the Employer to perform the job function. Must be able to perform all similar and related duties to which he may be assigned.

Lead Line Service Technician - Performs all duties required to direct and lead the work of employees in the Line Service Technician classification and, in addition, performs all duties of said classification, as required, to the satisfaction of the Employer. May be required to give on-the-job training and instruction to employees in said classification.

Line Service Technician - The duties of a Line Service Technician shall include the servicing of aircraft which will include refueling, cleaning, wing-walking, blocks, standing fire guard and marshaling of aircraft, servicing of lavatories and potable water. Line Service Technicians shall handle all loading, stowing, unloading, pick-up and delivery of all 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 the operation and maintenance of bulk fuel and oil stations, which includes inventory and Quality Control checks, and grounds keeping. The Line Service Technician shall also drive all types of trucks, tractors and automotive equipment, and shall maintain such equipment in a clean, and safe condition. In addition to aircraft and equipment servicing, the Line Service Technician shall perform aircraft towing, hangar stacking, cleaning of ramp and automotive equipment and janitorial work such as cleaning of ramp and automotive equipment and janitorial work such as cleaning inside and outside of buildings, painting and groundskeeping. May be required to give on-the-job training and instruction to employees in said classification. Must be able to perform all similar and related duties to which he may be assigned.

Fuel Quality Control Technician - The duties of the Fuel Quality Control Technician shall include the accepting of all fuel deliveries and performing all necessary daily, monthly, quarterly and annual testing in accordance with the Signature Flight Support Aviation Fuels Quality Control Manual or similar manual, maintaining all associated records with the aforementioned tests, maintaining the general condition of the fuel farm at the direction of Base Manager and Company

Supervisors, performing all assorted duties to ensure the delivery of contaminant free fuel into storage and into aircraft while maintaining accountability through the process, reporting all irregularities to his/her direct supervisor as soon as practical, assisting in training of relief quality control personnel and reviewing the records of relief quality control personnel to ensure all items are correctly documented. The Fuel Quality Control Technician may be required to perform the duties of a Line Service Technician. The Fuel Quality Control Technician must be able to perform all similar and related dates to which he may be assigned.

ARTICLE 6
HOURS OF WORK

1. (a) Eight (8) consecutive hours in the twenty-four (24) hour period shall constitute a regular workday. Ten (10) consecutive hours in a twenty-four (24) hour period shall constitute a modified workday. Forty (40) hours, consisting of five (5) days of eight (8) hours each, worked within seven (7) days shall constitute a regular workweek. The modified workweek will be implemented or discontinued according to the needs of the business after meeting with the Union to discuss the reasons why it should be implemented or discontinued. Hours of work may be changed to provide coverage as needed. The Company contemplates operating the DCA facility sixteen (16) hours per day seven (7) days a week between the hours of 5:00 a.m. and 9:00 p.m. necessitating a 5:00 a.m. start for certain first shift employees. Employees starting at 5:00 a.m. shall not be entitled to shift differential normally paid to employees working on a third shift.

(b) Thirty (30) days prior to a United States Presidential Inauguration Week, the Company and the Union (District 142 Assigned Representative, The Local Lodge President, and Shop Stewards) will meet to discuss manpower needs to provide services for the week's activities, and possible suspension of the overtime rules for that period.

2. Scheduled days off will be consecutive within each employee's workweek.

3. The first shift shall begin not earlier than 5:30 a.m.; the second shift shall begin not earlier than noon; the third shift shall begin not earlier than 8:00 p.m. The Company shall establish shift starting times and scheduled days off in accordance with classification seniority. The maximum number of shift starting times will be eleven (11) with no more than five (5) on any one shift. When the Company deems it necessary to make shift changes, they will be made in accordance with the Shift and Days Off Bidding Procedures.

4. An employee who reports for work as scheduled without having been notified in advance by the Company not to report shall receive not less than four (4) hours pay at this regular straight time rate unless the employee, on his own initiative, fails to complete his scheduled hours, is sent home for just cause, is excused from work at his own request, or no work is available as a result of a work stoppage or interference with operations in connection with a labor dispute, fire, Act of God or interference with operations reasonably beyond the control of the Company. This provision shall not be construed as a guarantee of work.

5. All employees working eight (8) consecutive hours in the twenty-four (24) hour period will be allowed a twenty (20) minute lunch period. All employees working ten (10) consecutive hours in the twenty-four (24) hour period will be allowed a thirty (30) minute lunch period. Such lunch periods shall be assigned and completed between the third and one-half (3-1/2) and the sixth (6th) hour of service on each shift.

ARTICLE 7

RATES

1. Rates of pay shall be in accordance with rates as reflected in Schedule "A", attached to the back of this Agreement. An employee who is permanently assigned or awarded a bid from his present classification to another higher paying classification will receive the next highest rate above his present rate and shall thereafter progress in accordance with Schedule "A".

2. Employees will be paid bi-weekly unless the regular payday is one of the holidays recognized herein, in which event the Employer will make every reasonable effort to pay the employees on the preceding day.

3. No employee covered by this Agreement will suffer any reduction in his rate as a result of this Agreement, and nothing in this Agreement shall be considered as preventing increases in the individual rates or classifications over and above the minimums established.

4. Employees recalled to work from layoff shall be returned to their former classification where possible and progress in accordance with Schedule "A".

5. **Shift Differential** – Employees whose shift begins after noon and prior to 8:00 p.m. will receive thirty-four cents (\$.34) per hour above their straight time hourly rate as shown in Schedule "A"; employees who shift begins after 8:00 p.m. and prior to 6:00 a.m. will receive thirty-eight cents (\$.38) per hour above their straight time hourly rate as shown in Schedule "A". Any employee who is regularly scheduled to work more than two (2) shifts in a workweek shall be entitled to rotating shift differential for all hours worked. This differential shall be forty-two cents (\$.42) per hour.

6. **Lead Premium** – Each employee who is chosen by the Company to fill the classification of lead will receive one dollar and fifty cents (\$1.50) above his straight time hourly rate as shown in Schedule "A" for all hours worked in that classification. The Company agrees to solicit employees interested in filling a lead position but reserves the right to choose all persons to fill lead positions.

ARTICLE 8
OVERTIME

1. All work performed in excess of forty (40) hours per week in a regular work week shall be considered as overtime and shall be paid at the appropriate overtime rate. Employees who lose time during the regular workweek due to absences excused by the Company shall have such time counted as hours worked for the purpose of computing weekly overtime. Furthermore, all hours paid for shall count towards meeting the forty (40) hour requirement.

2. Employees who are on a regular scheduled work week will be paid overtime on the following basis: Work performed on the first scheduled day off and or second scheduled day off of the workweek will be paid at the rate of time and one-half (1-1/2) provided the employee has no unexcused absences within that week.

3. Employees who are on a modified scheduled workweek will be paid overtime on the following basis: Work performed on the first, second and or third scheduled day off of the workweek will be paid at the rate of time and one-half (1-1/2), provided the employee has no unexcused absences within that workweek.

4. Overtime pay will be actual time worked with no rounding; employee will be paid actual time to the minute.

5. The right of the Company to require overtime work to provide necessary service to its customers is recognized, but the Company agrees that such required overtime will be done in "Juniority" order, by classification on the shift being required to work over, after the applicable overtime lists have been exhausted, and after all available employees on the shift have been asked in seniority order to work.

6. An employee who is called back to perform work after leaving the premises upon completion of his scheduled hours on his workday will be paid at the applicable overtime rate for not less than four (4) hours. For continuous service after regular working hours, employees requested or required (in accordance with the provisions of this Article) to work a minimum of four (4) hours will be allowed a thirty (30) minute break.

7. Overtime shall be distributed as equally as practicable among employees in the classification in which the overtime is required, in accordance with the overtime rules and procedures attached as Schedule A to this Agreement.

ARTICLE 9

HOLIDAYS

1. Employees shall earn two (2) personal holidays for the first, second and fourth calendar quarters worked each year and three (3) Personal Holidays for the third quarter of each year worked. These days that are so earned must be taken in accordance sub paragraph two of Article 9.

2. Personal holidays must be required and taken within each calendar year and will not be carried over into a new year unless done so at the Company's request. In such cases, the employee may request and receive pay in lieu of time off in the succeeding year. The request for the personal holiday must be made no later than November 15. Any employee who fails to request a holiday during the calendar year shall lose the same.

3. Employees requesting a Personal Holiday shall submit such request to the Employer in writing two (2) weeks prior to taking such holiday. The employer is willing to permit as many employees to be off on a Personal Holiday as possible, consistent with the needs of the business.

4. Personal holiday pay shall be considered as time worked for the purpose of computing overtime.

ARTICLE 10

VACATIONS

1. Employees will be eligible for annual paid vacations in accordance with the Terms of this Agreement.

The compensation for the vacation period shall be equal to the compensation the employee would have received if the time had been worked.

2. The calendar year will be used for computing vacation allowance and vacation shall be granted according to the following schedule:

Years of Service	Hours
One Year or More	40
Three Years or More	80
Eight Year or More	120

3. In order to be eligible for the full vacation, an employee must work a minimum of 1,600 hours in each vacation year. For purposes of this Article, employees who have been continuously employed at Washington National Airport by prior operators, prior to the current Signature employment, shall be given credit for such service for purposes of vacation entitlement. Employees who are off the job because of work related illness or injury shall be given credit for up to three (3) months toward the requirement of 1600 hour eligibility for vacation purposes (this does not apply to non-work-related illness or injuries). In the year that a person reaches the fifth anniversary, he/she will receive eighty hours (80) plus a pro-rated share of forty (40) hours, e.g., anniversary July 1, 1992; plus 6/12ths of forty (40) hours equals one hundred (100) hours in 1992. The following year, the vacation will be the full one hundred twenty (120) hours.

4. An employee who meets the continuous service requirements, but who works less than the minimum number of hours specified, will receive a lesser vacation pro-rated on the basis of number of hours worked.

5. Vacation may be taken during the employee's next calendar year following the calendar year in which it was earned, subject to vacation scheduling and the demands of the Company's operation. Subject to the foregoing, upon one (1) week advance notice, an employee may take up to forty (40) hours earned vacation in increments of not less than one (1) full regular or modified workday.

6. Vacation pay shall be computed at the employee's straight time rate at the time vacation is actually taken and will receive such pay provided he notifies the Company two (2) weeks prior to the start of his vacation.

7. (a) The following procedure will be used for bidding vacation periods:

1. A schedule showing the available vacation periods for each classification will be posted on the bulletin board in each shop, hangar and facility on November 15 each year.

2. A notice showing the weeks during which each man must submit his bid will also be posted.

3. During the first week after the schedule and notice have been posted, the most senior 33-1/3% of the men in each classification must bid in order of Company seniority. The bid sheets will be handled by the supervisor and each man must submit his bid immediately upon being contacted by the supervisor. Any man who fails to do so may be passed over. Anyone so passed over may bid at any subsequent time, but he may not displace someone who has already bid, regardless of the relative Company seniority of

the men involved. It is the responsibility of the supervisor to complete the bidding of the first group of men during this week.

4. During the second week after the schedule and notice have been posted, the next most senior 33-1/3% of the men in each classification must bid in accordance with the provisions in Paragraph

5. During the third week after the schedule and notice have been posted, the least senior 33- 1/3% of the men in each classification must bid in accordance with the provisions in paragraph 3.

6. The Company will post the completed vacation schedule for all personnel on December 15 each year. The following comments will also apply:

(1) In the event that the bidding proceeds faster than provided above (this could take place in classifications with a small total number of men) there is no objection to a man making his bid earlier than the schedule provided in Paragraph 2. However, a man may not be required to submit his bid earlier than this.

(2) If any man is to be on vacation or absent for any other reason during the week that he is scheduled to bid, he must give his supervisor a written note giving his instructions for his vacation bid. If such written instructions are not given, the man will be bypassed as provided above.

(b) Each employee may begin and end his vacation period with regularly scheduled days off.

(c) Once the vacation schedule chart as noted in (a) above becomes effective, senior employees will not be permitted to take a vacation period already chosen by a junior employee. However, vacation periods that are vacated during the year shall be posted for seven (7) calendar days for bid by the employees in the classification with a maximum of three (3) changes allowed per posted period. The employees not having the opportunity to bid for the posted vacancy during the regular vacation selection shall have first choice of the open vacation period, determined by seniority.

(d) Vacation leave is not cumulative except where an employee has been specifically requested by the management of the Company in writing to forego his vacation during the year, or where special arrangements are mutually agreed upon by the Company and the Union. Otherwise, if not taken within the calendar year after the vacation is earned, the vacation will be

forfeited. If an employee becomes deceased while in the service of the Company, a lump sum payment for his vacation credits shall be paid to his estate.

(e) Employees shall be given their vacation pay prior to taking their vacation, providing the employee makes application therefore, in writing, to his immediate supervisor at least two (2) weeks prior to starting his vacation. The Company will pay to any employee any unused vacation pay accrued at the applicable rate upon his leaving the service of the Company, provided the employee gives two (2) weeks' notice if he resigns, and provided the employee is not discharged for just cause. If an employee is laid off and obtains other employment during the two (2) week period of notice, he will not forfeit accrued vacation pay by taking such employment.

(f) Subject to the requirements of the Company, employees covered by this Agreement shall be permitted to select their vacation in the shop, station or department in which they are employed in accordance with length of service with the Company. Every effort will be made to allow vacations during desirable months. Vacations may be split into three periods where there is a seven (7) day operation, and two (2) periods where there is a five (5) day work schedule.

(g) Employees who are on sick or injury leave status when their scheduled vacation comes due may request pay in lieu of their vacation or reschedule such overdue vacation upon their return to active duty. In such cases, arrangements may be mutually agreed upon between the employee and the Company to reschedule the vacation to a later vacation period that is vacant. In no event shall any employee receive vacation pay and sick pay or weekly disability concurrently.

(h) All full-time Signature employees who transfer into the DCA base will, for vacation purposes only, accrue their vacation based on all previous time worked at any other Signature base. These employees will pick their vacation with their classification seniority established at the DCA base.

ARTICLE 11

SICK LEAVE

1. Employees will not receive sick pay during their probationary period of one hundred twenty (120), days, but shall be credited with twenty-four (24) hours of sick leave upon completion of the probationary period.

2. Employees, upon the completion of one (1) year of service, shall be credited with 5/6ths of a day of sick leave for each two (2) months of continuous service.

3. Sick leave with pay in cases of actual sickness will be granted on the basis specified below, up to the number of days to the credit of the employee at that time.

(a) In cases where the employee's absence from work is due to injury or hospitalization, or illness which can be verified with a physician statement, or treatment from an emergency care facility, sick leave pay will commence on the first day of such absence.

(b) Employees will be required to request payment for sick leave, in writing, not later than the pay period following their return to service on a form to be provided by the Employer. Such sick leave with pay will be granted only in cases of actual sickness. The Employer may require a doctor's certificate or other reasonable proof before paying any request for sick leave pay.

(c) All credit for sick leave pay will be canceled if employment ceases for any purpose, and no payment for such accumulated credit will be made at any time. No credit will be given for sick leave purposes while an employee is on leave of absence.

(d) Sick leave pay will equal the amount the employee would earn for a regular workday at his straight time rate and will be paid only for those days an employee with sick leave credit would have worked had the employee's sickness not occurred. An employee who becomes eligible to receive weekly sickness and accident benefit payment under the group insurance program for covered employees shall, therefore, to the extent he has accumulated sick leave credit, receive sick leave pay in the amount of the difference between the amount of such insurance payments and his straight time hourly rate computed on the above basis.

(e) When it is necessary for any employee to be absent from work as a result of a bona fide Worker's Compensation injury, the employee shall be paid the first fifty-six (56) hours if he has fifty-six (56) hours or more of accumulated sick leave, and such hours shall be deducted from the employee's account, except that employees injured and sent home will be paid for the day. If the employee's sickness is of long enough duration that he qualifies for payment under Virginia State Compensation Laws, and the employee has accumulated sick leave, the employee may elect to receive full pay for the period of the injury. The employee shall then turn over to the Company all checks received from the Worker's Compensation Board. Upon receipt of the compensation checks, each day of absence of which the Employer makes a sick leave payment will be charged as one-third (1/3) of a day against the employee's credited sick leave. Upon

returning to work, an employee who has received sick leave payments from the Employer will again accumulate sick leave credits in accordance with Paragraph 1(a).

(f) Each day of absence for which the Employer makes a sick leave payment will be charged as one (1) full day against the employee's credited days. However, in the case of employees who are eligible to receive both Workers' Compensation and sick leave payments or sickness and accident benefits and sick leave payments, a charge against the employee's accumulated sick leave credit shall be made on a pro-rata basis. Upon returning to work, an employee who has received sick leave payments from the Employer will again accumulate sick leave credits in accordance with Paragraph 1 (a).

(g) An employee who suffers an injury arising out of and in the course of his employment shall not lose any pay for his regularly scheduled hours on the day of such injury by reason of taking time off to receive medical attention or being ordered not to return to work by the doctor in attendance.

ARTICLE 12

JURY DUTY

Effective upon ratification, any employee who is summoned to serve as a juror will be paid the difference between his straight time hourly rate and his pay as a juror, not to exceed eight (8) hours or ten (10) hours per day based on a regular or modified work week up to a maximum of thirty (30) days per contract year. Such payment will be made only on those days on which the employee has been scheduled to work but prevented from doing so because of such jury service. The Company reserves the right to request a postponement for any employee so summoned and such an employee who serves will be required to present a certified court document as a condition for payment by the Company.

ARTICLE 13

DEATH IN FAMILY

Employees hereunder shall be allowed three (3) 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, or mother-in-law, or grandparent). Employees shall be allowed one

(1) calendar day off with pay (exclusive of scheduled days off) if they suffer the death of a brother-in-law or sister-in-law. Employees shall be allowed time off without pay upon request, for deaths not provided for herein in accordance with the needs of the business operation. Employees shall be allowed additional time off without pay, upon request, for deaths provided for herein in accordance with the needs of the business operation.

ARTICLE 14

SENIORITY

1. New employees shall be regarded as probationary employees for the first one hundred and twenty (120) days of their employment. During this probationary period, an employee may be discharged for any reason, and such action shall not be subject to the grievance procedure. If retained in the 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 General Chairman or his designee with the name, classification, department and rate of pay of all new employees on the first of each month.

2. Company seniority is defined as (1) length of service with the Company or the prior operator; and (2) ability to perform the job. Where factors (1) and (2) are relatively equal, factor (1) shall prevail. Company seniority as so defined shall govern in bidding for vacancies or new jobs and vacation selection.

3. Classification seniority is defined as (1) length of service within a given classification; and (2) ability to perform the job. Where factor (2) is relatively equal, factor (1) shall prevail. Classification seniority as so defined shall govern in bidding, preference of shift assignment, cutbacks, force reductions and recall.

4. (a) The Company shall have the right to assign employees to work in covered classification other than the classification to which they are regularly assigned, unless they are prevented due to a valid medical reason as determined by the Company's physician.

(b) The Company will not temporarily transfer an employee from one classification to another if the transfer results in creation of an overtime opportunity in the classification from which the transfer would otherwise be made. In such instances, the overtime opportunity will be first given to employees in the classification which would otherwise be filled by a temporary transfer.

5. An employee who is laid off from his regular classification shall have the right to exercise his seniority in another classification to displace the least senior employee having less classification seniority than working in a lower classification.

6. Effective the date of this Agreement, if an employee elects to give up a higher or equal classification, or if he is disqualified from a higher or equal classification, he shall lose all seniority in the higher or equal classification and shall be returned to the classification from which he bid, in accordance with his seniority in that classification.

7. In the event of layoff, the Company will provide five (5) working days' notice or pay therefore, at the Company's option, to employees who are to be reduced before reduction is made. This provision shall not apply, however, to employees who are displaced through "bumping". An employee who has been recalled before the expiration of five (5) days will be required to reimburse the Company the difference between the number of days paid up to five, if payment was made in lieu of notice, and the number of scheduled days actually laid off.

8. Seniority status shall be lost, and the employee's name removed from all seniority lists upon which it may appear if:

- a) He quits or resigns.
- b) He is discharged for just cause.
- c) He is laid off for a period in excess of eighteen (18) months
- d) He is unable to return to his regular duties because of illness or injury for a period in excess of twelve (12) months.
- e) He fails to return to work within seven (7) days after recall from layoff notification sent by registered or certified mail to his last known address.
- f) He fails to return to work after the end of a vacation or approved leave of absence unless prevented from doing so due to a valid reason, with notification to the Company not later than on his next scheduled working day after he should have returned.
- g) He engages in gainful employment while on leave of absence, except for full-time Union employment.
- h) He is absent from work for three (3) consecutive scheduled days without notifying the General Manager or another so appointed by him of the receipt of such notification, unless he presents a reasonable excuse.

9. Members of this bargaining unit who accept jobs with the Company outside the bargaining unit will continue to accrue seniority in the bargaining unit for a period of one (1) year, after which time they will retain the seniority they have accrued to that point, but will not accrue further

seniority until returning to the bargaining unit. Present employees who were formerly employed in a bargaining unit job, and later accepted a job with the Company outside the bargaining unit, will continue to accrue seniority in the bargaining unit for a period of six (6) months from the ratification of this Agreement, after which time they will retain the seniority they have accrued to that point, but will not accrue further seniority until returning to the bargaining unit.

10. All new jobs and vacancies in classifications covered by this Agreement will be posted for a period of five (5) working days. The senior qualified bidder as defined in Article XIV, Section 2, shall be assigned to the job. Job classification seniority shall begin on the date of the award and the new rate of pay shall begin on the day the employee starts the new job. Job classification seniority shall begin on the date of the award and the new rate of pay shall begin on the day the employee starts the new job. On all posting of bids for vacant positions, the following procedure will be followed:

- a) A person who bids, but is not qualified or who is rejected for specific reasons, will be so notified;
- b) If no one bids a posted vacancy, a notice will be promulgated to that effect. The Employer then has sixty (60) days from the bid deadline to fill the position with a new hire;
- c) If the position is left vacant for more than sixty (60) days, it will be reported for bid and the normal bidding procedure will start anew.

11. Seniority list corrected to December 1 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 hangar January 1 of each year and shall be supplemented each six (6) months thereafter. Such list will be subject to correction upon protest 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 list, 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.

12. The Company will conduct a minimum of two shift bids per year, which shall coincide with the local public school calendar. The Company and the Union agree that employees shall make their choice of shift timely in order to expedite the process.

13. Employees who are incapacitated, injured or unable to perform their normal work activities shall be given preference of light duty activities as they are able to perform in their job classification, or other such work that is available.

ARTICLE 15
LEAVES OF ABSENCE

1. An unpaid personal leave of absence not to exceed ninety (90) days may be granted for good cause as determined by the Company, subject to the needs of the business. Employees must notify their Supervisor of their request allowing for as much notice as possible. Employees on Personal leave must arrange to pay their health care premiums during this absence. Personal leave will not be credited toward accruing vacation time. Employees not actively at work for more than six (6) months for reasons of illness or injury, job or non-job related, or for reason of a personal or military leave, will be terminated from the Company.

2. Shop Stewards will be allowed to attend the regular monthly local union meetings without pay, based on no overtime being required to replace them.

3 The reemployment and seniority status of any covered employee who, while in the active service of the Company, enters the Armed Services of the United States, shall be governed by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

4. Under the Family and Medical Leave Act of 1993 ("FMLA"), all employees who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during the past twelve (12) months, are entitled to an unpaid leave of absence of up to twelve (12) weeks for the following reasons:

1. Birth, placement for adoption or foster care of a child; (leave must be taken before the end of the first 12 months following the date of birth or placement);
2. Serious health condition of a spouse, child or parent of the employee; or
3. Employee's own serious health condition.

Before taking any unpaid leave, an employee must use any accrued sick days, personal days and vacation as he/she has available. If the sum of an employee's paid time-off is less than twelve (12) weeks, he/she may take an additional period of unpaid leave so that the total of paid and unpaid leave equals twelve (12) weeks.

If an employee and his/her spouse both work for the Company, the combined total amount of leave they both can take is twelve (12) weeks for the birth or adoption of a child or to care for a sick family member. Each spouse can take the full twelve (12) weeks for his/her own serious health condition.

An employee must notify the Company at least thirty (30) days in advance of the date his/her leave is to begin. Such advance notice is not required in cases of medical emergency or other unforeseen events. In those cases, an employee should provide as much advance notice as is practical, which in no case will be more than three (3) days upon return to work. A Doctor's Certificate is required for all leave due to the serious health condition of the employee, or the employee's spouse, child or parent.

The Company will continue to cover an employee under its Group Health Insurance Plan while he/she is on leave under the same conditions that coverage would have been provided if he/she had not taken a leave. Employee is required to pay his or her share of premiums while on a leave of absence. If an employee does not return to work after a leave, the Company is entitled by law to recover from the employee the premiums it paid to continue his/her Health Insurance benefits. An employee will not be obligated to repay this amount if he/she cannot return to work due to his/her serious health condition, the need to care for the serious health condition of a family member or due to other circumstances beyond his/her control. Documentation will be required if an employee cannot return to work due to one (1) of these reasons.

Upon return from a leave, an employee will be returned to his/her former position, or an equivalent position with equivalent pay, benefits and other terms and conditions of employment. An employee must provide a Doctor's Certificate stating that she/he is able to resume his/her regular duties before he/she is allowed to begin work.

ARTICLE 16

GRIEVANCE PROCEDURE

For the purpose of this Agreement, a grievance is defined as a complaint, dispute or controversy between the parties as to the interpretation or application of this Agreement by the Employer. Grievances which arise during the term hereof shall be resolved by the following procedure exclusively, and in the order specified:

STEP ONE: Within five (5) working days of the knowledge of/or incident giving rise to a grievance, an aggrieved employee, the Union or the Employer, shall have an oral discussion with the other party to seek resolution. If no resolution is reached, the grievance shall be moved to the next step.

STEP TWO: Within five (5) working days of an oral discussion, the Grievant/Union must present the grievance, in writing, to the Supervisor. The Supervisor will respond to the grievance in writing within

five (5) working days of receiving the grievance. If the grievance is not satisfactorily adjusted the grievance shall move to the next step within ten (10) working days of the Supervisor's written response.

STEP THREE: The District 142 Representative, Grievant, Grievance Committee and the Regional Human Resources Manager or another designee shall meet to discuss the grievance.

(1) All grievances and answers to grievances must be in writing to the appropriate parties at each of the procedure. (Excluding Oral Step)

(2) Grievances not processed with the above specified time limits shall be considered withdrawn unless the parties have mutually agreed to extend such limits.

(3) Grievances involving discharge or suspension shall be initiated in Step Two above.

(4) The Union or the Company may at any time during the grievance procedure take a dispute directly to arbitration upon notification to the other party as stated in Step Three above.

(5) Any alleged violations of Article twenty-one (21) of this agreement concerning business or employment interruptions may be taken directly to arbitration by either party.

(6) Any grievance referred to arbitration under this agreement will be in accordance with the FMCS rules and regulations.

(7) 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.

(8) The Arbitrator shall have no power of authority to add, subtract, alter, amend or modify any of the terms of this Agreement,

(9) The Union will be represented by properly designated Shop Stewards at the hearings with employees covered under this Agreement. Such stewards shall not suffer any loss of pay as a result of performing such representation duties. The Local Union President will further be represented by the Local Lodge President or a District Lodge 142 Representative. The Union and the Company will keep the other party advised of their respective representatives.

(10) It is agreed that the District Lodge 142 Representative may intervene and participate in the handling of a grievance at any level of the grievance procedure.

(11) The District Lodge 142 Representative of the Union will be permitted to visit the office of the Employer at reasonable hours, and after notifying a representative of the Employer, will be permitted to visit the Company operations during working hours to investigate any grievance arising under this Agreement, but shall in no way interfere with the progress of the work.

ARTICLE 17
MANAGEMENT RIGHTS

The management of the business and direction of the working forces, including but not limited to the right to hire, promote suspend or discharge for just cause, to assign to jobs, require employees to attend training related to their job, to transfer employees within the facility, to increase or decrease the working force, to determine craft and products to be handled, produced or manufactured; to create new departments and close existing departments; to establish schedules of production and the methods, processes and means of production or handling; to establish safety rules and rules of conduct, is vested exclusively in the Company, provided that nothing herein will be used against employees for the purpose of discrimination or because of membership in or legitimate activity on behalf of the Union.

Note: The Company will give employees who are required to attend training as described above, a minimum of seven (7) calendar days' notice. Employees will not be forced to attend training outside their normal scheduled shift more than four (4) times in each calendar year.

ARTICLE 18
SAFETY AND HEALTH

1. The Company shall consider the personal safety and health of employees in establishing operational procedures. A Safety Committee composed of Union and Employer representatives will meet regularly, but in no event not less than every three (3) months, for the purpose of discussing safety rules and regulations. It is understood and agreed that the Company has the ultimate responsibility for and shall make the final determination on all matters of safety and safety rules. The Company shall provide all safety devices required by the Washington National Airport authorities, and employees shall wear or use all such devices.
2. All employees of the Company are required to maintain clean and sanitary conditions including basic housekeeping and proper storage of materials, tools and equipment used in the performance of their duties.
3. Reporting of unsafe conditions shall be through the Operations or General Manager.
4. The Local Union President will designate a maximum of three (3) Union members to the Safety Committee.

5. Reasonable time off will be allowed for the Union Safety Committeemen to attend the safety meetings with no loss of straight time earnings opportunity.
6. Employees are required to wear a non-sneaker work shoe in a color established by the Company.

ARTICLE 19

INSURANCE

1. Employees will be covered by the Company standard health insurance, vision program, and dental plan provided by the company's designated carrier(s). Employees will contribute to the cost of insurance at the same level as corporate-wide participants.
2. Full-time employees, upon the completion of their probationary period, shall be provided with group term life insurance which will be the company standard program with AD&D.
3. Full-time employees who have completed their probationary period who suffer a non-occupational illness or injury, will be eligible for Short Term Disability (STD) benefits to provide a reduced form of pay continuation. STD will be the company standard plan.
4. The Company reserves the right to change any of its insurance plan providers. In the event there is a change in the law which mandates a change to the health benefits provided for under the collective bargaining agreement, the parties agree that, upon written request by either party, the parties will 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.

ARTICLE 20

PENSION PLAN

1. The Company agrees that it will continue its current pension plan for bargaining unit employees (including any previously agreed to special vesting rules) with a monthly benefit rate of sixteen (\$16.00) dollars per month per credited year of service for service between August 1, 1980 and July 31, 1992, at twenty (\$20.00) dollars per month for service between August 1, 1992 and July 31, 1995, at twenty-two (\$22.00) dollars per month for credited service between August 1, 1995 and August 1, 1996 and at a rate of twenty-five (\$25.00) per month per each year of future service commencing

August 1, 1996. This plan was frozen on April 1, 1998 and as of such date no additional benefits are earned by employees under this plan.

2. 401(K) Plan – Employees who meet plan eligibility requirements are eligible to participate in the Company's 401(K) plan pursuant to all terms and conditions of said plan or any amendments that may be adopted. The Company will provide a copy of the Summary Plan Description.

ARTICLE 21

STRIKES OR LOCKOUTS

1. There shall be no stoppage or impending of work due to strike, including sympathy strike, or other concerted action on the part of the employees during the term of this Agreement. No officer or representative of the Union shall authorize, instigate or condone any such activities.

2. During the life of this Agreement, the Union agrees there shall be no strike of any kind, slowdowns, sit-downs, stay-in, boycott, sympathy strike, picketing, work stoppage, or any other type of interference, coercive or otherwise, with the Company's business involving matters not subject to the grievance and arbitration procedure under Article XVI; and that in the event that there be such an occurrence or occurrence, either the Union or the Employer may invoke the expedited arbitration procedure or the Employer may invoke the expedited arbitration procedure provided in this Section for the resolution of same, as distinguished from the ordinary grievance arbitration procedure. Any such occurrence shall be asserted by notice in writing by registered or certified mail, return receipt requested, or overnight carrier such as FedEx delivery, given to the other party. A copy of such notice shall be sent simultaneously to the person designated as the permanent arbitrator, or such persons designated as arbitrator as hereinafter set forth. The arbitrator shall hold an arbitration hearing as expeditiously as possible, but in no event later than twenty-four (24) hours after receipt of said notice. The decision of the arbitrator shall issue 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 shall be allowed without 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 said hearing shall be whether the no-strike, no-lockout provision has been violated. The arbitrator may close the hearing at his sole discretion when he decides he has heard sufficient evidence to satisfy 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 the no-strike, no-lockout provision of this Agreement, 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 the no-strike, no-lockout provisions of this Agreement.

The parties must select an arbitrator within twenty-four (24) hours, and failing in such mutual designation, the American Arbitration Association may be requested, by either party, to designate an arbitrator, which designation must be made within twenty-four (24) hours of the request.

All costs for the services of the arbitrator designated herein, or for any other person selected pursuant to the aforementioned procedure, and all of the costs of arbitration shall be borne by the parties jointly.

There shall be no lockout by the Employer during the term of this Agreement.

ARTICLE 22

UNION ACTIVITY

No Union member will leave his department during working hours to collect Union dues, attend a Union meeting or for any other purpose pertaining to Union business, unless the Chairman or the Shop Stewards of the Union have first requested and received permission from a designated representative of the Company for the employee to leave.

ARTICLE 23

SAVINGS CLAUSE

In the event any of the provisions of this Agreement shall be or become invalid or unenforceable by reason of any federal or state law not existing or hereafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.

ARTICLE 24
MISCELLANEOUS

1. Any employee leaving the service of the Company will be able to have her or her employment verified through the Work Number or other service chosen by the Company. Dates of employment, title, and salary will be verified.

2. Upon receipt of a valid authorization card, the Company will check-off on a weekly basis deduction for an approved credit union.

3. The Company will provide a Union bulletin board upon request, which will be marked "International Association of Machinists", for the posting of non-controversial Union notices and information and signed by an accredited representative of the Union.

4. Whenever possible, employees covered by this Agreement shall not be required to work outside of hangars during inclement weather when Company hangars are available.

5. The Company shall pay the cost of employee parking at Washington National Airport. In the case of a probationary employee, the Company will reimburse parking fees paid by him upon completion of his probationary period.

6. Supervisory and other non-bargaining unit employees shall not perform bargaining unit work which will result in loss of regular or overtime pay for covered employees, provided, however, that such employees do such work for the purpose of training, instructing, in case of emergency, or when bargaining unit employees are unavailable or unable to perform such work. It is agreed that the protection of Company and customer property may be considered an emergency.

7. All standard uniforms, caps and coveralls which employees covered by this Agreement are required by the Company to wear in the performance of their work, shall be furnished by the Company without cost to the employee, it being understood that the Company may establish the conditions under which such uniforms are to be worn. Employees will be provided with eight (8) shirts and (8) pants and will also have the use of a Company provided washer and dryer to launder their own uniforms. Employees hereunder who work outside shall be furnished with foul weather gear at no cost to the employee. The Company will provide winter hats, parkas, and a jacket with a zip lining to each employee required to work out of doors, and flashlights, batteries, earmuffs and screwdrivers for the Linemen.

All uniforms and/or equipment provided by the Company shall be charged out to the employee, and he shall be responsible for the condition and security of such uniforms and/or equipment. If

replacements are required during the useful life of such uniforms and/or equipment, the employee may purchase these items from the Company at cost.

If the uniforms and/or equipment or badges are not returned to the stockroom upon termination of employment, the Company may deduct the cost thereof from the employees pay.

8. There shall be no entry of reprimand or discipline entered in the record of any employee covered by this Agreement unless he has been given copies of same (copy furnished to the Shop Committee), and such entries shall be subject to the grievance procedure. A letter of reprimand "excluding" discipline letters for sexual, racial or religious harassment, will automatically be removed from the employee's file fifteen (15) months from the date it was issued.

9. Whenever employees covered by this Agreement are required to travel by common carrier at the direction of the Company in the performance of their work, they will be covered by a \$25,000.00 life insurance policy.

10. The Company will provide a safe and protected area for tool storage, and will provide insurance coverage with a maximum of Eighteen Thousand (\$18,000.00) Dollars per tool box and contents, with a one hundred dollar (\$100.00) deductible provision, provided the employee's negligence has not contributed to the loss and further provided that employees required to have tools submit an annual inventory of his tools to management by December 1, of each year. The inventory of the employees' tools is subject to verification by management. New tools acquired during the year must be added to the inventory and verified by management.

11. The Company will have a Lead Line Service Technician on all shifts except the midnight shift.

12. Union agrees to allow the company to add random drug and alcohol testing to the current drug and alcohol testing policy. In addition to the current methods utilized, the Company may utilize oral swabs to obtain results under this policy. Any non-negative results will be referred to a clinic for a confirmatory test.

ARTICLE 25

EFFECTIVE DATE AND DURATION

1. Unless otherwise provided herein, this Agreement shall become effective June 1, 2023, and shall continue in full force and effect through 11:59 p.m. May 31, 2028, and thereafter until written notice of intended change is served by either party, given sixty (60) days prior to the date of expiration.

2. Any notices given under this provision shall be deemed to be served when mailed, postage pre-paid, registered or certified mail, return receipt requested to Signature Flight Support Corporation, Washington National Airport, Washington, D.C. 2001, for service upon the Company, with a copy to the Legal Department, Signature Flight Support Corporation, 201 S. Orange Ave., Suite 1290, Orlando, FL, 32801, and when similarly mailed to the International Association of Machinists and Aerospace Workers, District Lodge 142, 1037 Sterling Road, Suite 104, Herndon, Virginia 22070-3839, or 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 letter shall be the controlling date for all purposes under this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement this 24 day of October, 2023.

FOR:

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE
WORKERS**



Bill Wise
General Chair
District Lodge 142

**SIGNATURE FLIGHT SUPPORT
LLC**



Matthew Klein
Senior Legal Counsel

SCHEDULE "A"

(1) **WAGE RATE SCHEDULE**

Mechanic

	Current Wage Scale	5/31/2023	5/31/2024	5/31/2025	5/31/2026	5/31/2027
Starting Wage *	\$11.00	\$24.00	\$24.25	\$24.50	\$24.75	\$25.00
6 Months	\$11.25	\$24.50	\$24.75	\$25.00	\$25.25	\$25.50
12 Months	\$11.50	\$25.00	\$25.25	\$25.50	\$25.75	\$26.00
18 Months	\$12.00	\$25.50	\$25.75	\$26.00	\$26.25	\$26.50
24 Months	\$12.50	\$26.00	\$26.25	\$26.50	\$26.75	\$27.00
30 Months	\$13.00	N/A	N/A	N/A	N/A	N/A
36 Months	\$13.50	N/A	N/A	N/A	N/A	N/A
42 Months	\$14.00	N/A	N/A	N/A	N/A	N/A
Annual Increase**	2.5%	10%	2%	2%	2%	2%
WAGE CAP	\$17.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00

Line Service Technician

	Current Wage Scale	5/31/2023	5/31/2024	5/31/2025	5/31/2026	5/31/2027
Starting Wage *	\$16.00	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50
6 Months	\$16.25	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00
12 Months	\$17.51	\$19.50	\$19.75	\$20.00	\$20.25	\$20.50
18 Months	\$18.04	\$20.00	\$20.25	\$20.50	\$20.75	\$21.00
24 Months	\$18.57	\$20.50	\$20.75	\$21.00	\$21.25	\$21.50
Annual Increase**	2%	10%	2%	2%	2%	2%
WAGE CAP	\$20.16	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00

Fuel Quality Control Technician

	Current Wage Scale	5/31/2023	5/31/2024	5/31/2025	5/31/2026	5/31/2027
Starting Wage *	\$15.00	\$18.75	\$19.00	\$19.25	\$19.50	\$19.75
6 Months	\$15.25	\$19.25	\$19.50	\$19.75	\$20.00	\$20.25
12 Months	\$15.50	\$19.75	\$20.00	\$20.25	\$20.50	\$20.75
18 Months	\$16.00	\$20.25	\$20.50	\$20.75	\$21.00	\$21.25
24 Months	\$16.50	\$20.75	\$21.00	\$21.25	\$21.50	\$21.75
Annual Increase**	2.5%	10%	2%	2%	2%	2%
WAGE CAP	\$17.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00

*New employees will continue to receive step increases through the scale

**Once top of scale is reached, employees will receive the annual increase indicated for 2023, 2024, 2025, 2026, and 2027 on the contract anniversary.

(2) Any employee assigned to a lead position will receive a lead premium of one dollar and fifty cents (\$1.50) per hour for all hours worked as a lead in the assigned classification. The Company reserves the right to choose persons to fill lead positions.

(3) Employees hired after May 31, 2023, will progress through the scale, and top out at 24 months. After 24 months, those employees will be eligible for out of scale increases.

Employees currently above the new Maximum of Schedule "A" Wage rates for their classification will receive general wage increases as follows:

5/31/23: Ten percent (10%)

5/31/24: Two percent (2%)

5/31/25: Two percent (2%)

5/31/26: Two percent (2%)

5/31/27: Two percent (2%)

Scale will remain unchanged for the duration of the agreement.

(4) Any employee assigned to the Relief Fuel Quality Control Technician position will receive a premium of one (\$1.00) dollar per hour for all hours worked in said position. The Company reserves the right to choose persons to fill the relief position.

BUMPING RULES

The following rules will be followed when exercising bumping privileges for shifts and/or days off:

1. Probationary employees are not subject to bumping but may be placed on any shift/days off at the discretion of the Company.

2. When an employee is assigned to a higher classification, he may be placed on any shift/days off for his period of training and checkout, which period shall not exceed thirty (30) days. Such thirty (30) day training and checkout period may be extended in writing for up to an additional thirty (30) days upon mutual writing for up to an additional thirty (30) days upon mutual agreement of the parties. He is not eligible for overtime during this checkout period, but once the period is completed, the Company will post a notice so stating, and thereafter he is qualified to work overtime and is subject to bumping in accordance with these rules.

3. After a new employee has completed ninety (90) days, or an employee promoted to a higher classification has completed his training period in the new classification, he is subject to bump by senior employees.

4. No senior employee may bump a junior employee from a position that was available to the senior employee during or subsequent to the most recent shift bid.

5. A senior employee whose position is changed by the Company due to the needs of the service may bump any junior employee without regard to the restriction in paragraph.

6. A bump will be made effective at the soonest practicable date. In the event that an extensive series of bumps is involved as the result of a single incident, the Company may post notices accordingly and defer the effective date until such bumps have been completed.

7. All changes will be effective on the Friday following the completion of the bump(s) and completion of the five days' notice to employees affected.

8. When circumstances are appropriate, notices may not be posted, but the bump may be handled verbally. However, in any such instance, the Union will be kept fully informed of the action being taken.

SIGNATURE FLIGHT SUPPORT
WASHINGTON NATIONAL, INC.

Shift and Days Off Bidding Procedure

1. In order to provide the maximum stability to the Company's operation at Washington National Airport and to avoid unnecessary shift changes and to provide some period of continuity to employees' work schedules, the Company and the Union have worked out and agreed upon the following procedures for shift starting time and regular scheduled days off.

2. A general rebid of all shifts and days off, by classification, shall be conducted three (3) times each year. The completed work schedule shall take effect on the first Thursday of each January, May and September.

3. Shift and days off bidding shall be conducted by supervisors who shall maintain possession of bid sheets on which the Company has listed the available shifts and on which employees must make their selection by placing their name in the space next to the shift they desire. Bid sheets and a seniority roster shall be maintained together in a file folder with a copy of the bid sheets posted on the bulletin boards and the names of the bidders placed on the posted copy in the appropriate place as the bidding progresses. Bidding shall be conducted in seniority order by classification.

4. Shift bidding will begin no later than two (2) weeks prior to the effective date of the changes.

5. The supervisor will initial and date each shift selection as it is made. Employees will make bid selections when contacted by the supervisor and asked to do so. If an employee fails to make a selection when asked, the supervisor may proceed to the next employee to bid, and so on down the seniority roster. Under such circumstances, an employee who is "bypassed" may not "bump" another employee who has bid in the interim but may subsequently bid on any shift still open.

6. Employees who have not bid on a shift by seven (7) days prior to the effective date of the shift changes may be assigned to any open shift. Once a selection is made, it cannot be changed unless no junior employee has yet bid.

7. Employees who may not be available to bid during the bidding period, or who may be absent due to illness, vacation, leave, etc., may leave a list of shift preferences with the Company or a local telephone number where they may be contacted when it is their turn to bid. Failing to do so, they may be assigned to an open shift to avoid holding up to the bidding process. When it becomes necessary to assign an employee to a shift, the assignment will be made as close as possible to the shift last worked by the employee. (Times and days off)

8. Shift changes and work schedules (bidding results) will be posted on the bulletin board(s) in each department no later than five (5) days prior to the effective date.

9. All shift changes between general shift rebidding shall be done on seniority basis by classification and in accordance with established bumping rules.

OVERTIME RULES

Listed below is the procedure that has been developed for the calling of overtime. This has been developed by the Company, in consultation with the Union, and the objective is to provide the simplest, most logical system possible for the distribution of overtime. Basically, the idea is to reach the man who wants overtime, with a minimum of effort by the Company and without involving a man who may not want overtime. The procedure has tried to cover every possible situation, but if something not anticipated should show up, then the principles to be followed are surely made clear by the procedure itself. With the intelligent cooperation of all concerned, this procedure should work with a minimum of friction and irregularity.

1. There will be an Overtime Availability List for each day.
2. Employees must enter their names on the Overtime Availability List for each date and shift for which they want to be called for overtime. For this purpose, the "Day Shift" will include any scheduled shift starting at any time between 6:00 a.m. and noon, inclusive. The "Afternoon Shift" will include any scheduled shift starting at any time between noon and 8:00 p.m., inclusive. The "Night Shift" will include any scheduled shift starting at any time between 8:00 p.m. and 6:00 a.m. made available in accordance with the overtime rules to the eligible employee who is signed up on the shift on which the majority of the overtime being offered will be worked. As an example: If an employee is needed for overtime from 6:00 p.m. to 11:00 p.m., employees signed up in the "Night" column would be called first; if an employee is needed for overtime from 6:00 a.m. to 10:00 a.m., employees signed up in the "Day" column would be called or asked first.
3. Employees may specify the exact scheduled shift, or which part of a scheduled shift, for which they want to be called for overtime. For example, an employee entering his name in the "Afternoon Shift" column may specify "1200-2000 only", or he may specify "1500-1900". If he does not wish to specify the hours he will be available, he should simply sign up in one of the columns and he will be asked to work whatever part of that shift is available to him. If the employee does not specify, he will not be called for overtime except for the hours he has specified.
4. Names may be entered on the availability lists no earlier than one (1) week in advance of the date on which overtime is wanted, and no later than sixteen (16) hours before the start of the shift for which overtime is desired. At the end of each shift, the Operations Supervisor will close the same shift for the following day by writing the word "closed", followed by his initials under last name listed for that shift on the following day. For example, the Operations Supervisor will, at 3:00 p.m., close the Day Shift for the following day. Any names entered below this will not be considered.

5. Names may be removed from availability lists up to four (4) hours before the start of the shift, but this may be done only by the Operations Supervisor, who must indicate on the list the date and time a name was removed, the reason for the removal, and must initial the alteration. Once a man has removed his name from the list, he will make himself ineligible to work on that shift and will not be called until the overtime has been offered to every other qualified employee.

6. Record of Overtime Offered will be maintained for each employee. This will provide a record of all pertinent information regarding overtime offered, including a cumulative total of the number of hours charged.

7. When overtime is needed for any shift, employees who have placed their names on the Overtime Availability List for that shift will be advised or called, the name with the lowest cumulative total being called first, and so on. When two or more employees have cumulative totals that are equal, they will be called in order of seniority.

8. All overtime hours charged, except for penalties which will be applied as below, shall be converted to straight time hours. Example: eight (8) hours overtime on the first regular day off would be paid at the 1-1/2 rate of pay, and the employee would receive twelve (12) hours pay, so he would be charged with twelve (12) hours. What the employee receives in converted hours paid is what he is to be charged with on the overtime lists, not the number of hours worked. An employee who accepts any overtime will be charged with the number of hours paid.

An employee whose name is on the Overtime Availability List and who refuses overtime offered for the period of time for which the employee is signed up, will be charged with the number of hours for which the employee would have been paid, plus an additional penalty to be computed as follows:

- (a) Half of the overtime hours offered, with a maximum of four (4) hours.
- (b) If the penalty thus computed is a fraction of an hour, the charge will be the next highest whole hour.

Example: If the employee is offered three (3) hours of overtime and refuses, the penalty would be two (2) hours (one-half of the time offered 1/2 hours carried to the next highest hour).

- (c) In any event, the penalty will not be less than two (2) hours.

9. If a man's name is on the Overtime Availability List and he cannot be contacted, he will be marked as follows:

- (a) If anyone answers the phone, the man will be marked as having refused overtime and the penalty will be applied.

(b) If there is no answer to a call made within two (2) hours before and after the start of the basic shift for which the man made himself available, the man will be marked as having refused the overtime and the penalty will be applied.

(c) If a man has specified the shift for which he is making himself available for overtime in accordance with Paragraph 3 above, and there is no answer to a call made within two (2) hours before the start of that specific shift, the man will be marked as having refused the overtime and the penalty will be applied.

(d) If there is no answer to a call made earlier than two (2) hours before the start of the basic shift, as for example, when trying to get someone to work overtime on the 1:00 p.m. - 9:00 p.m. shift, the man will not be marked, and then if overtime is also needed for the basic shift, he will be called again in his proper turn. This does not apply to a man who has specified the shift for which he is making himself available for overtime in accordance with Paragraph 3.

10. An employee who, on his day off, makes himself available for overtime on more than one shift, shall be charged for overtime in the following manner:

(a) He shall be charged for all overtime accepted.

(b) He shall be charged for only one refusal.

(c) If after having worked overtime on one shift, he subsequently refuses overtime on a later shift, he shall not be charged for such refusal.

(d) If after having refused overtime on one shift he subsequently accepts overtime on a later shift, he will be charged with hours refused (plus penalty) and with hours accepted.

11. An employee who does not have a telephone, or whose telephone number is not known to the Company, may not put his name on the Overtime Availability List except for shifts immediately following his regular work shifts.

12. Probationary employees may not place their names on the Overtime Availability Lists.

13. If overtime is needed for a shift for which no names have been placed on the Overtime Availability List, or if the List has been exhausted before all the needed overtime is obtained, the Operations Supervisor may ask any employee (including qualified probationary employees) to work overtime and in such cases employees will be charged for all hours accepted and paid, in accordance with Paragraph 8 above. Employees not signed up for overtime, and who refuse offers of overtime, will not be charged.

14. A man called to work overtime away from his base airport will be charged for overtime accepted in the regular way but will not be charged for overtime refused.

15. Cumulative totals on the Record of Overtime Offered forms will all revert to zero at the beginning of each month.

16. Under no circumstances will an employee be allowed to work more than sixteen (16) hours in any twenty-four (24) hour period.

17. An employee who calls in sick for a regular shift has the responsibility of asking that his name be removed from the Overtime Availability List for any later shifts or days for which he will not be available for overtime because of his illness. If he does not do this, he will be called and charged for overtime in the usual manner.

TABLE 1

If both leads and basic classifications are signed up:

If overtime is needed in the Basic Classification:

1. Call basic classification as signed up.
2. If overtime is still needed, call leads as signed up.
3. If overtime is still needed, basic classification as possible.
4. If overtime is still needed, use best judgment.

If overtime is needed as a Lead:

1. Call leads as signed up.
2. If overtime is still needed, call basic classification as signed up, upgrade senior basic then on duty.
3. If overtime is still needed, call leads as possible.
4. If still needed, call basic classification as possible, upgrade senior basic classification then on duty.
5. If overtime is still needed, use best judgment.

If Basic Classification are signed up, but no Leads are signed up:

If overtime is needed in the Basic Classification:

1. Call basic classification as signed up.
2. If overtime is still needed, call basic classification as possible.
3. If overtime is still needed, call leads as possible.
4. If overtime is still needed, use best judgment.

If Leads are signed up, but no Basic Classifications are signed up:

If overtime is needed in the Basic Classification:

1. Call leads as signed up.
2. If overtime is still needed, call basic classification as possible.
3. If overtime is still needed, call leads as possible.
4. If overtime is still needed, use best judgment.

If overtime is needed as a Lead:

Call leads as signed up:

1. If overtime is still needed, call leads as possible.
2. If overtime is still needed, call basic classification as possible.
3. If overtime is still needed, use best judgment.

If neither leads nor basic classifications are signed up:

If overtime is needed in the Basic Classification:

1. Call basic classification as possible.
2. If overtime is still needed, call leads as possible.
3. If overtime is still needed, use best judgment.

If overtime is needed as a Lead:

1. Call leads as possible.
2. If overtime is still needed, call basic classification as possible.
3. If overtime is still needed, use best judgment.