

# AGREEMENT

Between



ALLIED AVIATION SERVICE  
COMPANY OF NEW JERSEY (EWR)

And



**IAMAW**  
**DISTRICT**  
**142**

INTERNETIONAL ASSOCIATION  
OF MACHINIST AND AEROSPACE  
WORKERS – DISTRICT 142

July XX, 2024 – July XX, 2027

**PARTIES TO THE AGREEMENT**

<b>Article 1</b>	<b>Purpose of Agreement</b>	<b>1</b>
<b>Article 2</b>	<b>Scope of Agreement</b>	<b>1</b>
<b>Article 3</b>	<b>Status of Agreement</b>	<b>2</b>
<b>Article 4</b>	<b>Classification and Work Requirements</b>	<b>2</b>
<b>Article 5</b>	<b>Hours of Work</b>	<b>5</b>
<b>Article 6</b>	<b>Compensation</b>	<b>6</b>
<b>Article 7</b>	<b>Overtime Compensation</b>	<b>7</b>
<b>Article 8</b>	<b>Holidays</b>	<b>10</b>
<b>Article 9</b>	<b>Vacations</b>	<b>12</b>
<b>Article 10</b>	<b>Shift Schedules, Vacation and Vacation Relief</b>	<b>15</b>
<b>Article 11</b>	<b>Seniority</b>	<b>16</b>
<b>Article 12</b>	<b>Leave of Absence</b>	<b>18</b>
<b>Article 13</b>	<b>Termination of Employment</b>	<b>18</b>
<b>Article 14</b>	<b>Uniforms</b>	<b>19</b>
<b>Article 15</b>	<b>Bulletin Boards</b>	<b>19</b>
<b>Article 16</b>	<b>Pay Days</b>	<b>19</b>
<b>Article 17</b>	<b>Meal Periods</b>	<b>20</b>
<b>Article 18</b>	<b>Management Clause</b>	<b>20</b>
<b>Article 19</b>	<b>Absence from Duty</b>	<b>20</b>
<b>Article 20</b>	<b>Bereavement</b>	<b>21</b>
<b>Article 21</b>	<b>Jury Duty</b>	<b>21</b>
<b>Article 22</b>	<b>Union Check-off</b>	<b>21</b>
<b>Article 23</b>	<b>General and Miscellaneous</b>	<b>23</b>
<b>Article 24</b>	<b>Grievance and Arbitration</b>	<b>24</b>
<b>Article 25</b>	<b>Health and Life Insurance</b>	<b>32</b>
<b>Article 26</b>	<b>Pension</b>	<b>34</b>
<b>Article 27</b>	<b>Sick Leave</b>	<b>34</b>
<b>Article 28</b>	<b>Vacancies and Bidding</b>	<b>35</b>
<b>Article 29</b>	<b>Safety and Health &amp; Transitional Work Program</b>	<b>36</b>
<b>Article 30</b>	<b>Union Access</b>	<b>36</b>
<b>Article 31</b>	<b>Occupational Injury</b>	<b>37</b>
<b>Article 32</b>	<b>Credit Union</b>	<b>37</b>
<b>Article 33</b>	<b>Severance Pay</b>	<b>37</b>
<b>Article 34</b>	<b>Drug Testing</b>	<b>38</b>
<b>Article 35</b>	<b>Overtime Procedure</b>	<b>39</b>
<b>Article 36</b>	<b>Part-Time Employee</b>	<b>41</b>
<b>Article 37</b>	<b>Duration of Agreement</b>	<b>43</b>
<b>Schedule "A"</b>	<b>Rates and Benefits</b>	<b>44</b>
<b>Schedule "B"</b>	<b>Incentive Plan</b>	<b>45</b>
<b>MOU</b>	<b>Skill Premium</b>	<b>46</b>

1 This Agreement made and entered into March 1, 2018 by and between Allied Aviation Service  
2 Company of New Jersey, Inc. (Hereinafter referred to as the "Company") and the International  
3 Association of Machinists and Aerospace Workers, District 142, (hereinafter referred to as the  
4 "Union").

5 **ARTICLE 1**  
6 **PURPOSE OF AGREEMENT**

7 (a) The purpose of this Agreement is, in the mutual interest of the Company and of the employees,  
8 to provide for the operation of the services of the Company under methods which will further, to the  
9 fullest extent possible, reliable, efficient and economical fuel servicing, and the continuation of  
10 employment under conditions of reasonable hours, proper compensation and reasonable working  
11 conditions. It is recognized by this Agreement that it will be the duty of the Company and of the  
12 employees to cooperate, both individually and collectively, for the advancement of that purpose and to  
13 deal in good faith.

14 (b) Subject to State and Federal law, as an equal employment opportunity/affirmative action employer.  
15 Allied Aviation does not discriminate against applicants or employees because of their age, race color,  
16 religion, national origin, sex or on any other basis prohibited by law. Further, Allied Aviation will not  
17 discriminate against any applicant or employee because he or she is physically handicapped, a disabled  
18 veteran, or a veteran of the Vietnam era, provided he or she is qualified and meets the requirements of  
19 Allied Aviation.

20  
21 (c) All jobs referred to in this Agreement will be recognized as referring to both male and female  
22 employees. Any complaint arising under Article 1 (b) must be handled in accordance with the  
23 grievance procedure.

24  
25  
26 **ARTICLE 2**  
27 **SCOPE OF AGREEMENT**

28 (a) ~~The~~ **In accordance with the provisions of the Railway Labor Act**, the Company recognizes the Union  
29 as the sole and exclusive bargaining representative for the **full-time** employees engaged in the fueling of  
30 aircraft at Newark Liberty International Airport.

31 (b) Employees covered by this Agreement shall be governed by all Company rules, regulations and  
32 policies that are not in conflict with the terms and conditions of this Agreement. The Company will supply  
33 the employees, and make available to the Union, copies of the Company's policy bulletins, which will  
34 contain the current rules, regulations policies referred to in this paragraph. Rules of personal behavior will  
35 be distributed and posted seven (7) days before their effective date. Copies of such rules will be sent to the  
36 labor organization.

37 (c) Should any part or provision of this Agreement be rendered invalid by reason of any

1 existing or subsequently enacted legislation, such invalidation of any part or provision of this  
2 Agreement shall not invalidate the remaining provision thereof and they shall remain in full force  
3 and effect.

4 (d) The right to manage and direct the working forces, subject to the provision of this Agreement,  
5 is vested, in and retained by the Company.

6 (e) If the Company established a new or different shop or classification under this Agreement, the parties  
7 shall promptly meet and attempt to agree in writing upon qualifications and rates of pay for such new or  
8 different shop or classification.

9 (f) Washing of vehicles. Washing outside of vehicles will be the company's responsibility. Fueling/Utility  
10 Departments will be responsible for the interiors of the vehicles.

11  
12 **ARTICLE 3**  
13 **STATUS OF AGREEMENT**

14 (a) This Agreement supersedes any and all agreements verbal or written now existing or  
15 previously executed between the Company and any Union or individual affecting the employees  
16 covered by this Agreement.

17 (b) It is further understood and agreed that in the event of a sale, this Agreement shall be binding upon  
18 the successor or assigns of the Company. In the event of consolidation or merger, in any degree the Company  
19 and the Union will meet, without delay, and negotiate proper provision for the protection of employees'  
20 seniority and other rights under this Agreement.

21 (c) It is understood and agreed that the Company will not lock out any employee covered  
22 hereunder, and the Union will not authorize to take part in any strike, group job action, or group  
23 work slowdown or picketing of Company premises during the life of this Agreement.  
24  
25

26 **ARTICLE 4**  
27 **CLASSIFICATIONS AND WORK REQUIREMENTS**

28 All work coming within the scope of this Agreement will be assigned to fit classifications herein established  
29 and all employees covered by this Agreement will be classified in accordance with their qualifications and  
30 the jobs they are required to perform.

31 (a) Fueler/Associate -The duties of a fueler will consist of servicing aircraft and other equipment with fuel  
32 and oil, parking and applying of power to aircraft and other duties related thereto, including normal  
33 paperwork required for the job.

34 (b) Mechanic/Associate - The duties of a Mechanic/Associate shall be repair, maintenance and operation  
35 of all the Company's equipment and equipment in the care of the Company, facilities and premises including  
36 all aspects of the underground hydrant fuel piping system including low points and high points and the  
37 keeping of records pertinent thereto. In the event that there are no tank farm operators available to perform

1 the function, the mechanics will take over the function. Tank farm employees will have the right to first  
2 refusal before any overtime within their classification is offered to any other classifications.

3 Snow removal and salting will be performed by qualified mechanics deemed by management unless in an  
4 emergency.

5 (c) Utility Person/Associate - The duties of a Utility Person/Associate will consist of painting, cleaning and  
6 general upkeep of Company equipment, facilities and premises as directed by a Supervisor. The Company  
7 will pay lead pay to any current utility lead at the signing of this contract hired prior to 1995.

8 (d) Tank Farm Person/Associate - Tank Farm Person/Associate duties shall be:

- 9 1. Operate and maintain equipment and components of the Tank Farm and Service Station and  
10 all aspects of the underground hydrant fuel piping system including low points and high  
11 points.
- 12 2. Be responsible to the Supervisor on duty for all phases of fuel deliveries and  
13 dispensals in the Tank Farm and Service Station including gauging of tanks and all  
14 other related duties.
- 15 3. Complete all relevant paperwork required to maintain Company's records.
- 16 4. Any auxiliary duties pertinent to the Tank Farm operation assigned to him/her by the  
17 Supervisor.
- 18 5. If an afternoon or P.M. shift Tank Farm position is created it shall be for a period of  
19 not less than six (6) months and it shall be bid.

20  
21 **Leads Classifications:** (All work classifications apply)

22  
23 (a) The duties of a lead position shall be the same as those of the same work classification and in  
24 addition, as a working member of the group, he will be responsible to a Supervisor for leading the  
25 work of other employees in their same work classification i.e. Fueler/Associate, Tankmen/Associate,  
26 & Mechanics/Associate.

27 (b) In the absence of the Lead and the Relief Lead, the senior most qualified employee on that shift  
28 shall serve as the Lead.

29 (c) The Leads shall be responsible to the supervisors for the following;

- 30 1. As per Supervisors instructions, the lead will assist the designated worker groups are  
31 properly instructed for the efficient performance of their daily work.
- 32 2. Under Supervisors direction the lead will be required to complete the required forms, records,  
33 reports and other paperwork imperative to their work group completed legibly and correctly.
- 34 3. Assigned equipment is in proper operational condition, scheduled for maximum  
35 utilization and operated properly for the purpose intended.

1           4. Hazardous conditions, unsafe practices, improperly functioning equipment and tools are  
2           immediately brought to the attention of management.

3           (d)       The Lead shall assist the Supervisor with insuring compliance with all company policies by  
4           those employees designated by the supervisor to him.

5           1. The lead will assist employees in their same job classification as directed by a supervisor.

6           (e) The Lead shall be qualified in the duties of his classification and will be capable of performing such  
7           duties. He will assist his group in the performance of their duties provided such assistance does not interfere  
8           with the performance of his primary responsibilities as described above. While he is performing such duties,  
9           his primary responsibilities shall not be assumed by others. However, the above provisions do not preclude  
10          management from directing individual employees as needed or in the absence of the Lead from the  
11          immediate work area.

12          (f) The Lead may be required to assist a supervisor in demonstrating the proper work methods,  
13          conduct on-the-job or classroom training, and facilitate meetings.

14          (g) The Lead will be required to perform the duties of his classification.

15  
16          (h) If the Company requires a relief Lead Fueller such Lead position shall be posted for bid and  
17          extended for duration of at least six (6) months. Payment for such Lead shall only be made for the  
18          days Lead duty is required.

19  
20          (i) The Company shall determine the number of Lead Fuelers, In any event, a minimum of six (6) are  
21          guaranteed. These six (6) will select their days off and shift in order of seniority and will be scheduled, as needed,  
22          if any Leads are required greater than six (6), the Company will set the days off and shift hours which will be  
23          posted and bid. Prior to such setting the Company will submit the bid document to the Chief Shop Steward for  
24          his examination and recommendations. The first six (6) Leads, selected as Leads, will be selected from among  
25          the current **March 1, 2012** Lead Fuelers in order of seniority. Thereafter, if additional Leads are required or the  
26          Company desires to fill a Lead Vacancy the Lead Fueller position will be posted and bid. No Lead Mechanic or  
27          Lead Tank Farm Person will be required to lead and direct the work of a group, totaling more than nine (9)  
28          employees, assigned to his working area. Where three (3) or more employees covered by this Agreement are  
29          assigned in the maintenance department or tank farm; at least one (1) of these employees shall be designated as  
30          Lead Mechanic or Lead Tank Farm Person.

31          (j) Among those whom the Company determines meet the qualifications for the position; the most  
32          senior will be selected after the first six (6).

33          (k) Any successful bidder who has never served as a Lead may be reduced without just cause during his thirty  
34          (30) day probation. Following thirty (30) days of services such Lead may be reduced from Lead only upon  
35          showing of just cause.

36          (l) Leads shall not be responsible for discipline or recommending discipline for employees

37                 1.       Fueller Trainer Classification — Under the direction of a Supervisor and/or the Training

1 Supervisor, an employee to be qualified as a Fueling Trainer must be fully qualified to fuel  
2 all airlines, must already be working on the shift when training positions are made available,  
3 must have a clean personnel file for the previous six months and may be disqualified with  
4 an explanation.

5 (m) Each employee must be in possession of a valid motor vehicle operator's license of a type which will  
6 permit him to operate Company motorized vehicles in compliance with the appropriate Airport Rules and  
7 Regulations of the Port Authority of New York and New Jersey.

8 (n) All employees will be expected to carry out normal housekeeping duties in keeping their  
9 working areas and the equipment which they operate in a clean and neat condition.

10 (o) Employees must meet the minimum qualifications specified in their work classification prior to being  
11 awarded any vacancy in bid areas specified herein. When lesser licenses and/or experience are accepted,  
12 preference will be given to employees covered by this Agreement prior to filling by new hire, where  
13 qualifications are equal.

14 Supervisors Work:

15 It is not the purpose of the Company to have Supervisors regularly carry out basic work regularly performed  
16 by the bargaining unit employees in their respective departments. Such work is defined as fueling aircraft,  
17 performing mechanical or maintenance work on company trucks and equipment  
18 as well as basic Tank Farm operator work. This does not preclude the company from having Supervisor train  
19 employees in these areas or to involve themselves when actual demonstrations of the work to bargaining unit  
20 employees is deemed necessary in order to demonstrate a task. Supervisors shall not do work done by  
21 employees covered under this Agreement. However, this shall not apply to emergencies, training or  
22 demonstrations. The Company is required to exhaust all available overtime availability prior to performing any  
23 bargaining unit work. Any claimed abuses will be subject to the grievance procedure.  
24

25 **ARTICLE 5**  
26 **HOURS OF WORK**

27 (a) The work day shall consist of a twenty-four (24) hour period and a regular day's work shall consist  
28 of eight (8) consecutive hours, exclusive of a meal period, beginning with the start of the employee's  
29 regular shift.

30 (b) Effective January 1, 2010 the work week (and pay week) shall consist of seven (7) consecutive days:  
31 beginning at 12:01 A.M. on Monday and the regular work schedule shall consist of five work days of eight  
32 (8) hours each within the work week.

33 (c) Each employee shall be scheduled two (2) consecutive days off during the week.

34 (d) Where employees are required to maintain continuous operation of department or assignments, days off  
35 and shifts shall be determined by the Company consistent with the requirements of the service. Available  
36 days off and shifts shall be selected by employees within each classification on the basis of seniority. Fixed  
37 shifts shall be bid every six (6) months, to be effective on or about the first Monday of May and November,  
38 **however Tank Person shift bids will be held April and October.** A notice of the shift change shall be posted  
39 as far in advance as possible prior to the actual bid. When there is an airline operating schedule change

1 requiring a major revision of the schedule, the Company and the Union will meet to discuss the manner of  
2 handling such revision of the schedule. The Company guarantees that whenever it changes its operating  
3 schedule in response to changing airline schedules, all shifts shall be rebid.

4 (e) All time worked in any continuous tour of duty including overtime, shall be considered as work  
5 performed on the workday within which the tour is started.

6 (f) Employees shall be given at least five (5) days' notice of all shift changes.

7 (g) Day Trades will be limited to eight ~~(8)~~ (10) per year. They will be granted at the Company's  
8 discretion based on the needs of the operation.

9  
10  
11 ARTICLE 6  
12 COMPENSATION

13 ~~The hourly rates established for the duration of this Agreement. (See attached schedules.) Each employee~~  
14 ~~in a job classification, under this Agreement, will have longevity pay increments added to his regular rate~~  
15 ~~per hour as follows: After completing two (2) years of accredited service with the Company, the~~  
16 ~~employee will receive one (\$.01) cent per hour longevity pay and for each year thereafter an additional~~  
17 ~~one (\$.01) cent per hour will be added. Total longevity pay shall not exceed ten (\$.10) cents per hour.~~  
18 ~~Longevity pay increments will be effective with the beginning of the pay period falling closest to the date~~  
19 ~~the employee completes the required amount of accredited service.~~

20 **Employees who have Longevity premium As of DOR will retain their current rate that will be**  
21 **reflected into base pay rate.**

22 **Employees who have 8 years or more of service, as of the date of ratification, will**  
23 **receive Longevity premium of \$.50 in addition to the forgoing stated current wage**  
24 **increase over their current pay rate, and there shall be no further Longevity accrual**  
25 **beyond that which was accrued as of the date of ratification.**

26 (a) Accredited service with the company, for determining longevity pay increments, shall be defined  
27 as:

28 Active service on the Company's payroll in any capacity, including the entire duration of  
29 Military or Union Business, Leave of Absences, Injury on Duty Leave of Absence and State  
30 and/or Federal Family Medical Leave Act (FMLA).

31 (b) Shift Differential - The normal starting time for the shift shall be as follows:

32 The day shift shall start no earlier than 5:00 A.M.; the afternoon shift shall start no earlier than  
33 1:00 P.M.; the evening shift shall start no earlier than 9:00 P.M. A premium of forty-five (5.45)  
34 cents per hour shall be paid for the afternoon shift and a premium of forty-five (\$.45) cents per



1 hour shall be paid for the evening shift. If an employee voluntarily transfers from a higher  
2 classification to a lower classification and if the Company agrees with such transfer. the employee  
3 shall be paid the highest rate of the lower classification, provided it does not exceed his present rate of  
4 pay.

5 (c) An employee who is awarded a bid to a higher classification shall be slotted in to the year one rate of  
6 that new classification. If an employee's rate is higher than the new classifications rate, said employee's rate  
7 will remain frozen. The rate will stay frozen until the employee's classification seniority progression results  
8 in a rate increase.

9 (d) Tool Allowances - Receipts must be provided for future reimbursements, provided any of the tool receipts  
10 submitted that pertains to your work area and work function unless authorized by  
11 management. If the tax has already been paid on the purchase receipt for the tools, the  
12 Company shall not withhold the tax. Receipts must be submitted to the company the last  
13 week in June. Employees will be reimbursed for the amounts listed below or the amount  
14 of the receipt including tax or whichever is less. However, if an itemized receipt is not  
15 produced, the employee is not entitled to the said tool allowance.

16 (f) - Tool Allowance Mechanics - \$450.00 **\$475.00** per year Effective DOR  
17 Tank Person - ~~\$350.00~~ **\$375.00** per year Effective DOR

18 Tool Insurance - To \$1,000.00

19 (h) ~~Employees who possess a CDL with the appropriate in the Mechanic, Utility or~~  
20 ~~Tank Person classification will receive fifty cents \$.50 for all pay hours.~~

21  
22 (i) ~~The Company reserves the right to, in its sole discretion, increase the starting rates~~  
23 ~~for any classification, if the Company increases the starting rates for any classification, then~~  
24 ~~all current employees in that classification below the new set rate will be brought up to that~~  
25 ~~new set rate level and continue to progress through the pay scale.~~

26  
27 The Company shall provide insurance for theft and fire covering mechanics tools, which are used on  
28 the premises in the amount of One thousand (\$1,000.00) dollars with fifty-dollar (\$50) deductible for  
29 each employee's tools.

30 **ARTICLE 7**  
31 **OVERTIME COMPENSATION**

- 32 (a)  
33 1) Overtime will be paid for all overtime hours worked.  
34 2) However, employees are required to obtain prior approval from the Company  
35 before actually working any overtime.

1                   3) Any employee who works overtime and fails to obtain prior approval before  
2                   performing any overtime work may be subject to the Company's disciplinary  
3                   procedures.

4 (b) Employees required to work prior to or after their regular shift in excess of eight (8) hours in any work  
5 day, exclusive of the meal period, or required to work on a sixth (6<sup>th</sup>) day in any work week shall be paid  
6 overtime for such work at the rate of time and one-half (1 1/2X).

7 (e) The overtime rate of Double (2X) time shall be paid for all time worked in excess of fourteen (14) hours  
8 in any one (1) day. The overtime rate of double time (2X) shall be paid for all time worked in excess of eight  
9 (8) hours on one of an employee's two (2) regularly scheduled days off, and for all time worked on an  
10 employee's second regularly scheduled day off provided the first day off was also worked.

11 Any hours worked on his sixth (6<sup>th</sup>) day worked in the work week shall be considered working on the  
12 sixth (6<sup>th</sup>) day, therefore becomes eligible for double (2X) on the seventh (7<sup>th</sup>) day worked. For overtime  
13 purposes, a day is the twenty-four (24) hour period beginning with the start of an employee's regular work  
14 shift.

15 If any employee is scheduled off on Sunday and Monday, for overtime purposes Sunday will be  
16 considered his sixth (6<sup>th</sup>) day and Monday his seventh (7<sup>th</sup>) day.

17 Employees who have been required to work, including during paid lunches, for more than sixteen  
18 (16) hours in any one (1) day, will be entitled to seven and one-half (7 1/2) consecutive hours of rest prior to  
19 reporting for work. If required to report for work prior to having this scheduled rest, the employee will  
20 continue on overtime rates until he has had seven and one-half (7 1/2) consecutive hours of rest. The Company  
21 may require the employee to take the necessary time off during his regular shift to provide for scheduled rest,  
22 providing, however, that the employee is compensated for such time off at this straight time hourly rate.

23 Overtime Points - If you fail to complete the required mandatory overtime for any reason, double time points  
24 will be added. Employee must report to work on time (up to ten (10) minutes after shift start time) or go to the  
25 bottom of the overtime list that day.

26 (f) When overtime is required it shall be distributed as equally as possible among all qualified  
27 employees on duty in the classification required. When overtime is required and no qualified  
28 employee is on duty, the Union will call the qualified employee with the least overtime to his credit.  
29 (See overtime procedure Article 35).

30 (g) Premium pay, as described above, shall not be paid where such hours result from a change in an employee's  
31 regular shift assignment or due to rotation of days off at the request of the employee.

32 ( f )           When an employee is requested to work on one (1) of his scheduled days off, he shall  
33 be entitled to eight (8) hours work. If not provided with eight (8) hours' work, he shall receive eight (8)  
34 hours of pay at the applicable overtime rate. An employee who is called back to work after being relieved  
35 from duty shall be entitled to at least four (4) hours of work. If not provided with four (4) hours of work, he  
36 shall receive four (4) hours pay at the applicable overtime rate.

37 (g) For four (4) or more hours of continuous service after regular working hours, an employee will be  
38 permitted a paid meal period within the first three (3) hours of such overtime or the last hour of his regular  
39 shift preceding such overtime.

1 An employee who works four (4) or more hours of overtime continuous with the start of his regular shift shall  
2 he given a paid meal period within the first hour of his regular shift. "If an employee works a double, the  
3 employee shall receive a lunch break between the two (2) eight  
4 (8) hour shifts in addition to this, breaks during the second eight (8) hour shift."

5 (h) All training required by the Company outside of an employee's regular work hours will be paid  
6 for at the applicable overtime rate. Every effort will be made to schedule training other than on an  
7 employee's scheduled days off.

8 (i) The Company shall determine the amount of overtime required. If the required overtime needs cannot be  
9 filled from among employees on shift and if it is an emergency, the Company shall assign the overtime to  
10 the junior (least senior) employees on shift. If the overtime requirement is for eight (8) hours, employees  
11 shall be called from the call-in list. If not filled from the call-in list and it is an emergency, the overtime shall  
12 be assigned to the junior employees on shift. An emergency is defined as conditions over which the Company  
13 has no control.

14  
15 **Mandatory Overtime** — Mandatory Overtime shall be assigned to the junior man for the first event; thereafter  
16 it will rotate up to the next junior man on the next event. Every ninety days (January through March, April  
17 through June, etc.) it will revert back to junior man.

18 The company shall notify the Shop Steward that an emergency exists before assigning the  
19 overtime to junior employees on shift.

20 OVERTIME - Most overtime is replacement overtime due to absenteeism, sickness, etc., and no  
21 such overtime will be given to any part-time employees unless all full-time employees have first  
22 been offered the overtime and have refused it.

23 All other overtime will first be offered to full time employees in accord with the overtime  
24 procedures and only if full time employees have refused it, may it be offered to part-time  
25 employees.

26 (j) The first minimum unit of overtime shall be thirty (30) minutes.  
27  
28  
29

1 **ARTICLE 8**  
2 **HOLIDAYS**

3 (a) The following days are designated as holidays

- 4 New Year's Day
- 5 Martin Luther King Day\*
- 6 President's Day \*
- 7 Memorial Day\*
- 8 Independence Day
- 9 Labor Day\*
- 10 Columbus Day\*
- 11 Veteran's Day
- 12 Thanksgiving Day\*
- 13 Christmas

14 (a.1) for all employees hired after date of ratification (March 1, 2015), the following days are  
15 designated as holidays.

- 16 New Year's Day
- 17 Martin Luther King Day\*
- 18 Memorial Day
- 19 Independence Day
- 20 Labor Day\*
- 21 Thanksgiving Day\*
- 22 Christmas
- 23 (1) Personal Day\*\*

24 Note \* - Holiday will be on the date observed. The Company will post the holidays at the beginning  
25 of each year.

26  
27 **For the year 2024 all employees will observe the day after Thanksgiving as an**  
28 **additional Holiday only for the year 2024, and any employees required to work the day**  
29 **after Thanksgiving 2024 shall only receive pay at time and one half his regular rate of**  
30 **pay instead of the double time and a half as is paid for other CBA Holidays.**

31  
32 **Beginning in January 2025 all employees will observe Juneteenth as a CBA Holiday, and**  
33 **any employees required to work shall receive pay at double time and a half, and**  
34 **Juneteenth shall be added to the Collective Bargaining Agreement moving forward**

35 Note \*\* - Employees can take this Personal Day as a day of their choice. The employee shall provide  
36 at least (2) weeks' notice of the employees' choice of Personal Day in writing to his or her  
37 Department head. Approval shall not be unreasonably withheld but will be based on operational  
38 needs and necessity. Should an employee not be able to provide two (2) weeks' notice, the company  
39 will endeavor to accommodate the employee's need and necessity allow. Should more employees  
40 apply for the same Personal Day than the company can grant time off, the most senior employee  
41 shall be awarded the day of his choice. The employee has the option of receiving eight (8) hours  
42 straight time (I.OX) pay in lieu of taking the Personal Day.

1 (b) An employee not required to work on any of the above holidays where the holiday falls on his  
2 regularly scheduled work day shall receive pay for that day at this regular straight time base rate  
3 of pay.

4 (c) An employee required to work on any of the above holidays shall receive the overtime rate of two  
5 and one-half (2 'A) times the employee's base rate of pay for all hours actually worked. The holiday  
6 shall be considered the twenty-four (24) hour period beginning with the employee's regular shift  
7 starting time on the holiday. An employee called into work before the start of his regular shift on a  
8 holiday shall be paid the usual overtime rate until the shift starting time. Thereafter, he will be paid at  
9 the holiday rate established in this Article.

10 (d) If a holiday falls during an employee's vacation, he shall have his vacation extended by one  
11 (1) day. The employee may elect to take such a holiday on the last workday preceding or the first  
12 (1^") workday following such vacation. Under this paragraph only, an employee shall have the  
13 option of being paid for the holiday.

14 (e) In order to be eligible for holiday pay, under this Agreement, an employee must work the day  
15 before and the day following the holiday. Excluding: Swaps, Jury Duty Bereavement.

16 Employees will be considered excused and will be eligible for holiday pay while on Jury Duty  
17 and Union Leave of Absence for a period of 60 days.

18 (f) Payment for a holiday, as such, will not be made to an employee:

- 19 1. Who is on a requested approved leave of absence without pay:
- 20 2. Who has been furloughed: or
- 21
- 22 3. Who is scheduled to work the holiday and does not do so.

**ARTICLE 9  
VACATIONS**

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(a) Effective January 1, of each year all employees who have been on active service with the Company for the twelve (12) months immediately preceding shall be entitled to a two (2) week vacation with pay during such vacation year. Any employee on January 1" who has not *been* on active service with the Company or the entire twelve (12) months immediately preceding shall be entitled to a vacation with pay in accordance with the following table, provided, however, that no employee covered hereunder may take a vacation until he has completed his probationary period with the Company. In computing this vacation allowance all fractions of one-half( 1/2) month or greater (of active service) will be counted as a full month. Those fractions of less than one-half (1/2) month (of active service) will be disregarded.

Months of Active Service As of January 1"	Days Vacation
One ( 1) Month	One (1) Day
Two (2) Months	Two (2) Days
Three (3) Months	Three (3) Days
Four (4) Months	Four (4) Days
Five (5) Months	Four (4) Days
Six (6) Months	Five (5) Days
Seven (7) Months	Six (6) Days
Eight (8) Months	Seven (7) Days
Nine (9) Months	Eight (8) Days
Ten (10) Months	Nine (9) Days
Eleven (11) Months	Nine (9) Days
Twelve (12) Months	Ten (10) Days

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Employees with five (5) years of active service with the Company, as of January 1 of any year, shall be entitled to three (3) weeks of vacation.

As of January 1, of any year, employees with ten (10) years of active service shall be entitled to four (4) weeks of vacation.

Employees shall select vacations in seniority order and each employee will be allowed until the next regular shift starting time to bid his vacation preferences, which include splitting of vacation for all his vacation entitlement at the same time. Vacations shall be scheduled in conjunction with an employee's days off

(b) An employee who has completed his probationary period shall be paid for all accrued vacation upon termination of employment with the Company, except as provided in Article 12.

(c) Leaves of Absence without pay will not be considered as service with the Company for the purpose of earning vacation under this Article.

(d) Vacations are not cumulative and therefore, cannot be carried over from one (1) vacation year to the next.

(e) In the event of an employee's death, an amount equal to all earned vacation pay due will be paid to the surviving spouse or dependent children or legal heirs.

- 1 (f) An employee may, at his option, split his vacation into separate periods of no less than  
2 five (5) days each.
- 3 (g) During vacation, employees shall be paid their base rates of pay.
- 4 (h) The Company shall establish available vacation periods for each job classification and seniority  
5 within classification shall govern in the choice of vacation.
- 6 (i) Vacation schedules shall be arranged by the Company and preference as to dates shall be  
7 granted in order of seniority. Vacations shall be scheduled equally throughout the year within  
8 each classification.
- 9 (j) VACATION SELL-BACK — The decision to sell back vacation time to the Company shall  
10 be made prior to November 1 of each year and shall so be communicated to the Company. All  
11 employees can sell back no more than 50% of their earned vacation time.

12 **Article 9.1 Employees hired after March 1.2009**

13 (a) Effective January 1, of each year all employees who have been on active service with Company for  
14 the twelve (12) months immediately preceding shall earn a maximum two weeks' vacation, with  
15 pay, during such vacation year. Any employee on January 1 S• who has not been on active service  
16 with the Company for the entire twelve (12) months, immediately preceding, shall earn a vacation  
17 with pay in accordance with the following table, provided, that no employee covered here under  
18 may take a vacation until he has completed his probationary period with the Company. In computing  
19 this vacation allowance all fractions of (1/2) month or greater (of active service) will be counted as  
20 a full month. Those fractions of less than one-half (1/2) month of active service will be disregarded.

21  
22 (b) Leave of Absence, without pay, will not be considered as service with the Company for the  
23 purpose of earning vacation under this Article. Employees on medical or personal leave of  
24 absence or family leave will not accrue vacation for the following year.

25 Employees with five (5) years of active service with the Company, as of January 1st of any year,  
26 shall earn a maximum three (3) weeks of vacation.

27 As of January 1, of any year employees, with ten (10) years of active service, shall earn a maximum  
28 four (4) weeks of vacation.

29 In computing vacation reductions, all fractions of 1/2 month or greater, will be counted as a full month.  
30 Less than a 1/2 month will be disregarded.

Months of Lost time	2 wks. (10) days pays' vacation	3 wks. (15) days Days' vacation	4 wks. (20) days Pays' vacation
1 month	9	14	18
2 months	8	13	17
3 months	7	12	15
4 months	6	10	13
5 months	6	9	12
6 months	5	8	10

1	7 months	4	7	9
	8 months	3	5	7
	9 months	3	4	5
	10 months	2	3	4
	11 months	1	1	2
	12 months	0	0	0

2 Article 9.2 Employees hired after March 1, 2015

3 (a) All new hires hired on or after March 1, 2015, will not exceed three (3) weeks of vacation.

4 In computing vacation reductions, all fractions of 1/2 month or greater, will be counted as a full  
5 month. Less than a 1/2 month will be disregarded.

6	Months of	2 wks. (10) days	21	3 wks. (15) days
7	<u>Lost time</u>	<u>pus' vacation</u>	22	<u>Pays' vacation</u>
8	1 month	9	23	14
9	2 months	8	24	13
10	3 months	7	25	12
11	4 months	6	26	10
12	5 months	6	27	9
13	6 months	5	28	8
14	7 months	4	29	7
15	8 months	3	30	5
16	9 months	3	31	4
17	10 months	2	32	3
18	11 months	1	33	1
19	12 months	0	34	0

20

VACATION BID - All Employees at Ratification of Contract

The Company shall post vacation schedules no later than October 15<sup>th</sup>. Said schedule shall remain posted until December 1<sup>st</sup> of each year.



1 FIRST (1<sup>st</sup>) 25% of employees on seniority list to begin bidding November 1<sup>st</sup>. Complete bid  
2 November 7<sup>th</sup>.

3 SECOND (2<sup>nd</sup>) 25% of employees on seniority list to begin bidding November 8<sup>th</sup>. Complete bid  
4 November 14<sup>th</sup>.

5 THIRD (3<sup>rd</sup>) 25% of employees on seniority list to begin bidding November 15<sup>th</sup>. Complete bid  
6 November 21<sup>st</sup>.

7 FOURTH (4<sup>th</sup>) 25% of employees on seniority list to begin bidding November 22<sup>nd</sup>. Complete bid  
8 November 28<sup>th</sup>.

9 Each twenty five percent (25%) of the bid must be completed within seven (7) days. Each  
10 employee is expected to bid when it is his turn. If an employee fails to bid, he will be placed where  
11 available on the vacation list.

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**ARTICLE 10  
SHIFT SCHEDULES, VACATION AND  
VACATION RELIEF**

16 (a) The number of shift starting times shall be in the sole discretion of the Company, but in any  
17 event, the number of shift starting times for Full Time employees shall not exceed ten (10). If the  
18 Company requires a number of shift starting times, full timers in excess of eight (8), but not more  
19 than ten (10), the Company shall be required to justify such a schedule before an arbitrator.  
20 Maintenance and Utility personnel will only have three (3) starting times.

21 (b) The starting time of each shift shall be in the sole discretion of the company.

22 (c) Any employee who is a successful bidder or assigned to a vacation relief schedule shall receive  
23 a differential of forty-five cents (\$.45) cents per hour in addition to any premium applicable to the  
24 shift worked.

25 (d) The Company shall determine vacation schedules within each classification.

26 (e) The Company shall determine vacation relief schedules within each classification.

27 (1) The vacation relief schedule to be covered within each classification shall be posted once  
28 vacation schedules have been selected.

29

**ARTICLE 11**  
**SENIORITY**

(a) Seniority, under this Agreement, shall be defined as length of continuous service with the Company and shall be by job classification. The job Classifications to be recognized for seniority purposes shall consist of:

- (i) Fueler
- (ii) Mechanic
- (iii) Utility Person
- (iv) Tank Farm Person

(b) New Fueler employees shall be regarded as probationary employees for the first ninety (90) days from 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. Probation time for Mechanics and Tank Farm Persons will be ninety days (90) days. No employee will be permitted to bid to another classification during his probationary period. If retained in the service, after the probationary period, the names of such employees shall be placed on the seniority list of their respective classification as of the date of their original hiring.

(c) Seniority, by job classification, shall be recognized in bidding for shifts, days off, vacations, job vacancies or new jobs, and in all promotions, demotions or layoffs involving classification covered by this Agreement.

In bidding for a Lead position, classification seniority shall govern, with preference being given to the senior qualified bidder with established seniority in the applicable classification.

(d) An employee, covered by this Agreement, shall lose seniority status and/or classification seniority and his name shall be removed from the seniority list under the following conditions:

He quits or resigns from his classification;

- (ii) He is discharged for just cause or is removed from a classification for just cause;
- (iii) He is discharged for being absent from work for more than two (2) consecutive days without properly notifying the Company of the reason for his absence, and not then if a satisfactory reason is given for not notifying the Company.
- (iv) He does not return to the service of the Company on or before a date specified in the notice from the Company offering him re-employment, which date shall not be less than fourteen (14) days after receiving such notice, providing such time is reasonable by the employee, provided, however, that subdivision (iv) and (v) of this section shall not apply to offer of temporary work.

- 1 (v) He accepts a bid in a lower classification unless the employee is on a  
2 Lay-off status in a higher classification
- 3 (vi) He has not been rehired within two (2) years after a lay off.
- 4
- 5 (e) Employees shall be laid off by classification in reverse seniority order and may exercise their  
6 prior accrued seniority in lower classifications to displace employees who have less seniority  
7 within such classification. Employees who receive such layoff notice shall notify the Company  
8 within twenty-four (24) hours whether they intend to exercise their seniority.
- 9 (f) Re-employment, after layoff, shall be on a seniority basis. Credit shall be given for an  
10 employee's length of service prior to the layoff in determining the pay bracket applicable when the  
11 employee is re-employed in the same or a lower classification. The Company shall send a notice  
12 of re-hiring by registered mail to the last address on file. If the employee fails to report to work  
13 within two (2) *weeks* thereafter *he* shall lose all seniority rights. The Union shall receive a copy of  
14 each notice or rehiring.
- 15 (g) When two (2) or more employees enter the service on the same day, seniority rank shall be  
16 determined by the last four digits in descending order of their social security number and is in  
17 effective from the date of ratification going forward for all new hires only. It is not applicable to  
18 already established employee seniority dates.
- 19 (h) An employee promoted to a supervisory position shall continue to retain and accrue seniority  
20 under this Agreement for a period of sixty (60) days. If, at the end of that period, he remains in the  
21 supervisory position, he shall forfeit all seniority rights under this Agreement.
- 22 (i) A seniority list giving names, date of employment and classification shall be furnished to the  
23 Union within one (1) month of signing of the Agreement and semi-annually thereafter. The  
24 Employer shall notify the Union of all terminations and all new employees.
- 25 (j) If mutually agreed upon the Chief Shop Steward will be assigned to the day shift with Saturday  
26 and Sunday off.

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**ARTICLE 12**  
**LEAVE OF ABSENCE**

12 (a) Upon approval of the Company, a leave of absence of up to one hundred twenty (120) days  
13 may be granted to an employee. During such leave, the employee's seniority shall accumulate,  
14 subject to Article 9 (c).  
15

16 (b) If any such leave is extended by the Company, it must be approved by the Union and the employee  
17 will not accrue and retain seniority, except that seniority shall continue to accrue on leave for Union  
18 business. An employee accepting gainful employment while on leave of absence, except as  
19 specifically approved in writing by the Company and the Union, automatically terminates  
20 employment with the Company. Seniority will continue to accrue when the employee exercises his  
21 right to be on State and/or Federal Family Medical Leave Act (FM LA).  
22

23 (c) Employees **with more than twenty years (20) five (5) years of service or more as of DOR** who  
24 by reason of bona fide illness or injury that requires time off, will be granted appropriate leaves of  
25 absence. Seniority will continue to accrue during such leaves, but in no event will seniority accrue for  
26 more than 18 months. Following 12 months of absence the employees will be responsible for costs of  
27 all of their benefits for the next six months. If the employee fails to return after (18) months the  
28 employee will be terminated.  
29

30 (d) **All employees with less than twenty (20) years or less as of the DOR who by reason of bona**  
31 **fide illness or injury that requires time off, will be granted appropriate leaves of absence.**  
32 **Seniority will continue to accrue during such leaves, but in no event will seniority accrue for more**  
33 **than 12 months. Following 12 months of absence the employees will be responsible for costs of**  
34 **all of their benefits for the next six months. If the employee fails to return after 12 months the**  
35 **employee will be terminated.**  
36

37 (e) Upon receiving written request from the Local Lodge, District Lodge or International Union,  
38 the Company shall grant Leaves of Absence for Union Business. Leave of Absence, without pay,  
39 will not be considered as service with the Company for the purpose of earning vacation or any  
40 company benefits. Leave of Absence for Union business will continue to accrue seniority. Leave  
41 of Absence will *be* limited to a period of 4 years. After four years the employee will have to re-  
apply for a leave of absence. Vacation entitlements do not apply to persons on Union business.  
For absences of less than one year, vacations will be pro-rated. The Company has the right to  
verification of continuous Union business upon returning from the absence.

(f) The Company will follow the Federal Family Medical Leave Act and any amendments to the  
Act.

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**ARTICLE 13**  
**TERMINATION OF EMPLOYMENT**

37 (a) Employees shall give the Company two (2) weeks' notice of resignation in writing.

38 (b) Employees laid off through no fault of their own shall be granted two (2) weeks' notice in  
39 writing or pay in lieu thereof.

40 (c) This requirement of notice set forth in (b) shall not apply in the event of sudden cessation or  
41 curtailment of operations caused by an Act of God, or by an order of Government grounding

1 aircraft or by a wildcat strike of an airline without sufficient notice, and in such cases, employees  
2 shall receive three (3) days' notice of layoff or pay in lieu thereof.

3 (d) Employees, whose shift is changed as a result of the above section, shall receive seventy-  
4 two (72) hours' notice of change of shift.

5 **ARTICLE 14**  
6 **UNIFORMS**

7 (a) Suitable rain gear and other foul weather gear and a parka shall be furnished by the Company. When  
8 required by the Company, the Company agrees to furnish uniforms to employees covered by this  
9 Agreement. All expense of laundering and cleaning such uniforms and lightweight jackets shall be  
10 borne by the Company.

11 The issued uniform and equipment shall be worn at all times while on duty. At no time should  
12 the employee modify their uniform. Employees are responsible for safekeeping of all issued  
13 clothing and equipment and must pay for the replacement of any items lost at the time of loss.

14 The Company shall provide a lightweight jacket every three (3) years to the employee.  
15 Company will provide summer shorts and T-shirts (in addition to short sleeve shirts). In  
16 addition, the Company will supply work boots for all employees every eighteen (18) months,  
17 and the cost is not to exceed **one hundred and seventy-five (\$175.00) dollars** ~~\$150.00~~. The  
18 Company may discipline an Employee if not wearing the proper foot wear.

19 (b) Employees covered by this Agreement are required to keep their uniforms neat and clean at all  
20 times. Only Company issued clothing, after probationary period, will be allowed.

21 **ARTICLE 15**  
22 **BULLETIN BOARDS**

23 The Company shall provide bulletin boards for the use of the Union. All notices placed on such boards  
24 shall relate solely to official Union business and shall have the official signature of the Union.

25 **ARTICLE 16**  
26 **PAY DAYS**

27 All compensation payable to employees hereunder shall be paid weekly, on Thursday, by direct  
28 deposit or by check during regular working hours whenever possible or other methods provided by  
29 the Company Payroll System when requested by the Employee.

1 **ARTICLE 17**  
2 **MEAL PERIODS**

3 (a) Meal periods shall be thirty (30) minutes, except when a longer period is agreed upon between  
4 the parties.

5 (b) Meal periods shall be scheduled to start no sooner than two (2) hours after the start of a shift  
6 and to be completed no later than six (6) hours after the start of shift.

7 (d) An employee who is required to work in an emergency past the period specified in (b) above  
8 will be paid time and one-half (1 1/2) for the meal period and, in addition, will receive a one-half (1/2)  
9 hour meal period paid at straight time at a later time within the shift.  
10

11 **ARTICLE 18**  
12 **MANAGEMENT CLAUSE**

13 The company under direction of management, will direct its employees, and establish working conditions.  
14 The hiring, promoting, demoting, termination and rehiring of employees and any reduction or increase in  
15 working forces are the exclusive functions of management, to the extent that any such matters are not  
16 otherwise covered or provided for in this Agreement; and provided in the exercise of such functions, the  
17 Management shall not violate any provision of this Agreement or discriminate against any employee  
18 because of his membership in, or lawful activity on behalf of the Union.

19 **ARTICLE 19**  
20 **ABSENCE FROM DUTY**

21 (a) An employee hereunder shall not be absent from duty without prior permission, except for reason of  
22 sickness, injury or other justifiable cause beyond the control of the employee.

23 (b) An employee hereunder who is prevented from reporting for duty by reason of sickness, injury or other  
24 justifiable cause beyond the control of the employee shall promptly notify his immediate supervisor of  
25 an absentee control point, if established by the Company, of his inability to report for work giving reason  
26 for his absence, except when prevented by circumstances beyond the employee's control. Employees  
27 shall be required to give at least ninety (90) minutes notice of sick absences.

28 (e) If an employee reports late, with no notice, and the employee is replaced by overtime, that  
29 employee will be recorded as late and sent home for the day. If sick time is available he will paid  
30 a sick day.

1 **ARTICLE 20**  
2 **BEREAVEMENT**

3 When it is necessary for an employee to be absent from duty because of death in his immediate family  
4 (mother, father, child, wife (current spouse), such employee will be permitted to be absent for five (5)  
5 consecutive calendar days from the date of notification of death in conjunction with his regular schedule  
6 and one (1) day following the date of the funeral. The employee will be paid only on the days he was  
7 scheduled to work. In the event of the death of mother-in-law, father-in-law, sister, brother or grandparents,  
8 such employee will be permitted to be absent with pay for any three (3) consecutive scheduled workdays  
9 occurring between the time of notification of death and one (1) day following the date of the funeral.

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11 **ARTICLE 21**  
12 **JURY DUTY**

13 When it is necessary for an employee to *be* absent from work while engaged in Jury Duty, the  
14 employee shall suffer no loss of pay and be assigned two (2) consecutive days off.

15 **ARTICLE 22**  
16 **UNION CHECK OFF**  
17

18 ~~(a) All employees shall become members of the Union within sixty (60) days after initial~~  
19 ~~employment and shall remain members of the Union in good standing thereafter.~~  
20 ~~Should any employee cease to be a member in good standing of the Union, he shall,~~  
21 ~~after two (2) weeks notice in writing from the Union to the Employer, no longer be~~  
22 ~~eligible for employment and shall be dismissed. (b) The Company shall deduct union~~  
23 ~~dues and initiation fees from the employees on proper authorization provided by the~~  
24 ~~employee and shall forward such monies to the Union. (c) The employees will be~~  
25 ~~allowed to be able to participate in the MNPL at the employee's option. The employee's~~  
26 ~~participation will be deducted on a weekly basis and sent to the union on a monthly basis~~  
27 ~~after the employee completes the necessary paperwork.~~

28 **A) The Company shall deduct Union Dues from the employees on proper**  
29 **authorization provided by the employee and shall forward such monies to the IAM**  
30 **District 142. The Company will provide District 142 with a dues report, to include**  
31 **employee name, employee number, address, email address, and phone number**  
32 **monthly.**

1  
2 **B) Each Employee, now or hereafter covered by the Labor Agreement between the**  
3 **parties, as it may have been supplemented or amended, shall, as a condition of**  
4 **continued employment, within sixty (60) days following the beginning of such**  
5 **employment or the effective date of this Agreement, whichever is later, become a**  
6 **member of the Union or pay the Union a monthly service fee which shall be equal**  
7 **to the Union’s regular dues, initiation fees and assessments uniformly required of**  
8 **regular Union members, and thereafter maintains membership in good standing or**  
9 **remit the service fee (as herein defined) to the Union, provided that such condition**  
10 **shall not apply with respect to any Employee to whom such membership is not**  
11 **available upon the same terms and conditions as are generally applicable to any**  
12 **other member covered by this Agreement, or with respect to whom membership is**  
13 **denied or whose membership is terminated for any reason other than the failure of**  
14 **the Employee to tender the initiation fees and monthly dues or service fees**  
15 **uniformly required of other Employees as a condition of acquiring or retaining**  
16 **membership in the Union or employment with the Company.**

17 **C) For the purpose of this Agreement, “membership in good standing in the Union”**  
18 **shall mean that the Employee is a member of the Union and is not more than sixty**  
19 **(60) calendar days in arrears in the payment of initiation or reinstatement fees or**  
20 **membership dues or assessments uniformly required of other Employees in the**  
21 **same Union. The Employee electing not to become a member in the Union must**  
22 **maintain the service fee payments as provided above and not be more than sixty**  
23 **(60) calendar days in arrears in the payment of the service fee.**

24 **D) When an Employee becomes delinquent, or not in “good standing” within the**  
25 **meaning of Paragraph B above, the employee shall be subject to discharge within**  
26 **sixty (60) calendar days of receipt by the Company of written notice of the**  
27 **delinquency.**





**Article 24**  
**Grievance and Arbitration**

**Any decisions and/or agreements relating to the interpretation or applicability of this Agreement that are mutually agreed upon in writing by the Company and by the General Chairperson, shall be binding on every individual employee claiming or entitled to the benefits within this Agreement.**

**(1) Discipline and Enforcement**

**(A) The Company may terminate or discipline an employee for incompetence, disobedience, dishonesty, disorderly conduct, negligence, absenteeism, or for such other (upon request), with a copy of all complaints which may be placed in the employee's personnel file. During the ninety (90) workday probationary period an employee may be discharged at the Company's option without recourse to the grievance procedure.**

**(B) An employee who is terminated, suspended or otherwise disciplined, shall be advised in writing of the alleged charge or charges preferred against him, with a copy of the charge or charges to the Local Union President or Chief Steward (upon request), and the employee may request a hearing at which time he shall have the right to Union Representation.**

**(C) No Letter of Discipline will be placed in an Employee's Personnel File without the signed acknowledgement of that employee.**

**At the end of twenty-four 24 months all "Letters" (including Coaching and Counseling) will become non-referable in all future disciplinary proceedings but remain in an employee's personnel file.**

**(D) No employee who has completed his Probation Period will be disciplined to the extent of loss of pay or Termination without being advised in writing of the charge, or charges, preferred against him leading to such action and without the benefit of a fair and impartial hearing. Such notice shall be presented to the employee not later than ten (10) days from the time the Company has knowledge of the**

1 incident upon which such charge or charges are based. This ten (10)  
2 day notice does not apply to Absenteeism or Tardiness.

3 (E) The employee and Chief Steward shall receive forty-eight (48) hours'  
4 notice in writing of a fair and impartial hearing and the hearing will be  
5 held within not more than ten (10) business days following the  
6 termination, suspension or other discipline of the employee and the  
7 Company will not schedule hearings on an employee's scheduled day off.  
8 However, the employee may be held out of service on suspension for  
9 charges involving a hazard to the job.

10 (F) The Union may select and designate Shop Stewards that are on  
11 duty or immediately available for the purpose of representing the  
12 employees covered under the terms of this Agreement.

13 (G) During the Probation Period, an employee may be terminated or  
14 disciplined at the Company's option without recourse to the  
15 Grievance Procedure.

16 (2) **Grievance Process**

17 (A) A grievance is defined as a dispute or difference of opinion raised by one  
18 or more employees against the Company, involving the meaning,  
19 interpretation, or application of the express provisions of this  
20 Agreement, or for dealing with perceived unjust discipline or discharge.

21 (B) Any decisions or agreements, relating to the interpretations or  
22 applicability of this Agreement mutually agreed by the Company and the  
23 Union, shall be binding on every individual employee claiming or entitled  
24 to the benefits of this Agreement.

25 (C) The Company will be represented by an authorized person who will  
26 be empowered to settle all local grievances not involving changes in  
27 Company policy or the intent or purpose of this Agreement.

28 (D) The Company and the Union are the only parties to this collective  
29 bargaining agreement, and they and only they have the right of  
30 representation and/or counsel with respect to any and all matters,  
31 direct or indirect, having to do with the grievance and arbitration

1 provision of this Agreement. No grievant will be represented by  
2 anyone who is not an official representative and/or counsel of the  
3 Union or is certified by the Union to the Company to represent them  
4 prior to the occurrence giving rise to the grievance. In the event that  
5 this Section is violated in any way, directly or indirectly, the grievance  
6 will be forfeited and barred absolutely, and evidence of such forfeiture  
7 can be used by the Company in a civil action to stay arbitration on  
8 such grievance.

9 (E) No grievance shall be entertained or processed unless it is submitted  
10 to the Company within seven (7) calendar days after the event giving  
11 rise to the grievance or within seven (7) calendar days of the  
12 knowledge thereof.

13 (F) Written extensions by either party may be granted at any step(s) in  
14 the procedure by mutual agreement of the parties.

15 (G) Any employee or group of employees having a grievance may take the  
16 matter up verbally with their supervisor and has the right to have a  
17 Steward of their choosing present. The supervisor shall use his best  
18 efforts to make a satisfactory settlement. If not settled verbally, the  
19 grievance shall be reduced to writing.

20 (H) The Union will work through a designated Shop Steward for the  
21 purpose of representing the terms of this Agreement. The past  
22 practice of grievance investigation by authorized Shop Stewards shall  
23 continue. Should any abuse of this procedure occur both parties will  
24 meet to discuss it.

25 (I) In the event a grievance is reduced to writing, the parties shall attempt  
26 to resolve the dispute in the following manner:

27 **STEP 1: A written grievance using the electronic Grievance Manager Program (GMP)**  
28 **stating the nature of the grievance, the contract provision involved, the act(s)**

1 complained of, when it occurred, and the remedy sought, shall be presented to  
2 grievued employee's supervisor (or his designee) by the grieving employee's Steward  
3 within seven (7) calendar days after the event giving rise to the grievance or within  
4 seven (7) calendar days of knowledge thereof. Upon delivery of the grievance, it shall  
5 be initialed and dated by the grieving employees' supervisor and Steward. The  
6 grievued employee's supervisor may return, on the grievued employee's written  
7 request, a written response of either denied or accepted with a remedy to the grievued  
8 employee's Steward within fourteen (14) calendar days of the written grievance.

9 **STEP 2:** The Step 1 answer shall settle the grievance unless it is appealed in writing  
10 within seven (7) calendar days after the receipt of the Step 1 answer. If the grievance  
11 is not answered within fourteen (14) calendar days, or if the grievued employee  
12 determines the grievance is still not satisfactorily resolved, the grievance may be  
13 appealed in writing to the second step by providing the Operation/General Manager  
14 with a copy of the written grievance and describing in writing the basis for the for  
15 the appeal and the Operation/General Manager, or his designee, may deny the  
16 appeal or may schedule a grievance meeting within fourteen (14) calendar days of  
17 receipt of the written appeal with the grievued employee's Supervisor in an effort to  
18 resolve the grievance. The Operation/General Manager may then provide a written  
19 answer to the Steward, or their designee, within fourteen (14) calendar days of the  
20 scheduled grievance meeting. If the grievance appeal is denied or if the Steward, or  
21 their designee, determines the grievance is still not satisfactorily resolved then  
22 within thirty (30) calendar days from the filing of the appeal then the Steward, or  
23 their designee, may determine to submit the grievance to the third step of the  
24 grievance procedure.

25 **STEP 3:** The Step 2 answer shall settle the grievance or if there is no resolution  
26 withing the time limits set forth in the second step and the Steward, or their designee  
27 determines there remains a dispute then, within ten (10) calendar days of receipt of  
28 the Step 2 answer but no more than twenty (20) calendar days from the date of the  
29 timely appeal to Step 2, the Union may determine to proceed to Step 3 by providing a  
30 copy of the written grievance and appeal to the VP of Operations, or his designee. If  
31 the grievance is appealed to the third step, a designee of the Union with authority to

1 resolve such issue and the VP of Operations, or his designee, shall meet in person or  
2 by telephone within ten (10) calendar days of receiving such written appeal and the  
3 VP of Operations, or his designee, may deliver a written answer to the Union designee  
4 within ten (10) calendar days of such meeting.

5 **STEP 4:** In the event that the grievance is still not satisfactorily resolved at Step  
6 3, the grievance may be appealed to Arbitration within twenty (20) calendar days  
7 after submission to Step 3 of the grievance procedure.

8 (J) In the case of suspension with loss of pay or discharge of any  
9 employee, Step 1 and Step 2 of the above procedure may be bypassed  
10 and an appeal may be submitted directly to Step 3. The time limits  
11 to proceed directly to Step 3 shall be seven (7) calendar days from  
12 the date of suspension or discharge. If a satisfactory answer is not  
13 received within the time frame set forth in Step 3 it may then be  
14 processed to Arbitration as per Step 4 above.

15 (K) The IAM President and Directing General Chairperson (PDGC), or  
16 his designee, shall have the right to determine whether or not the  
17 grievance complaint is qualified to be submitted for arbitration by  
18 the Union.

19 (L) In case it is found that the suspension or discharge is unjust, the  
20 employee's remedy shall be limited to reinstatement with full  
21 seniority.

22 (M) Failure to observe a stated time limit within Step 1 through Step 4  
23 of the grievance procedure shall render the grievance untimely.

24 (N) The time limits in Steps 1 through 4 may be extended in writing by  
25 mutual consent of the Company and the Union.

26 **(3) System Board of Adjustment – Arbitration Process**

27 (A) In compliance with Section 204, Title II, of the Railway Labor Act, as  
28 amended, there is hereby established a System Board of

1 Adjustment/Arbitration (“System Board”) for the purpose of adjusting  
2 and deciding disputes or grievances which may arise under the terms of  
3 this Agreement and which are properly submitted to it after exhausting  
4 the grievance procedure for settling disputes as set forth under this  
5 Article. However, by mutual Agreement, any cases properly referable to  
6 the System Board may be submitted to it in the first instance.

7 (B) The Company and the Union are the only parties to this collective  
8 bargaining agreement, and they and only they have the right of  
9 representation and/or counsel with respect to any and all matters, direct  
10 or indirect, having to do with the grievance and arbitration provision of  
11 this Agreement. No grievant will be represented by anyone who is not an  
12 official representative and/or counsel of the Union or is certified by the  
13 Union to the Company to represent them prior to the occurrence giving  
14 rise to the grievance. Employees having a grievance being heard by the System  
15 Board may elect not to have Union representation, but the employee may not  
16 have any other person and/or entity represent the employee before the System  
17 Board. In the event that this Section is violated in any way, directly or  
18 indirectly, the grievance will be forfeited and barred absolutely, and  
19 evidence of such forfeiture can be used by the Company in a civil action  
20 to stay arbitration on such grievance.

21 (C) It is expressly agreed that any question concerning any liability or  
22 obligation of the Company which requires the construction or  
23 interpretation of any statute or law for example, but not by way of  
24 limitation, the Fair Labor Standards Act, Workers Compensation and  
25 Social Security laws while subject to the grievance procedure shall not  
26 be subject to Arbitration under this Agreement.

27 (D) The System Board shall consist of three (3) members; one (1) selected by  
28 the Company, one (1) selected by the Union, and one (1) selected for each  
29 dispute from a panel of eight (8) Arbitrators established by mutual  
30 agreement between the Union and the Company (four (4) chosen by each  
31 party). After a Panel Member has served for a period of two (2) years,

1 either the Union or Company may request that such member be removed  
2 from the Panel. However, a member of the Panel may be removed during  
3 the term of this Agreement by mutual Agreement between the Union and  
4 the Company. When a change is made, either the Union or Company will  
5 select the new Panel member by the same method used to select the  
6 original Panel Member.

7 (E) The System Board will meet at the Company's offices located at  
8 George Bush Intercontinental Airport, unless otherwise mutually  
9 agreed between parties.

10 (F) The System Board will have jurisdiction over disputes between any  
11 employee covered by this Agreement that has completed a ninety (90)  
12 workday probationary period, the Union and the Company arising  
13 out of timely grievances under this Agreement and/or the  
14 interpretation or application of any of the terms of this Agreement.  
15 The jurisdiction of the System Board shall not extend to proposed  
16 changes in hours of employment, basic rates of compensation or  
17 working conditions covered by this Agreement or any of its  
18 amendments.

19 (G) The System Board shall consider any dispute within the System Board's  
20 jurisdiction timely submitted to it by the General Chairperson or by an  
21 Officer of the Company or other authorized Representative, when such  
22 grievance has not been waived or previously settled in accordance with  
23 the terms of this Agreement.

24 (H) Each case submitted to the System Board for consideration shall show:

- 25 (i) Question or questions at issue;
- 26 (ii) Statement of facts;
- 27 (iii) Position of Employee or Employees; and
- 28 (iv) Position of Company.



1                   **When possible, joint submissions will be made, but if the parties are**  
2                   **unable to agree upon a joint submission, then either party may submit**  
3                   **the dispute and its position to the System Board. No matter shall be**  
4                   **considered by the System Board, which has not first been handled in**  
5                   **accordance with the appeal provisions set forth in Step 1 through**  
6                   **Step 4 of the grievance procedure contained in this Agreement.**

7  
8 ~~to the employee and his Chief Shop Steward. Such letter shall be removed from the file after two~~  
9 ~~years from the date of issue provided the employee did not receive additional reprimands for the~~  
10 ~~same offense.~~

11 ~~Any employee, the Union or the Company who has a grievance, may within ten (10) business days~~  
12 ~~of knowledge of the complaint, submit a grievance to the other party. The answer to said grievance~~  
13 ~~will be given within ten (10) business days.~~

14 ~~If either party desires to submit an appeal it will be presented to the General Manager or his designee~~  
15 ~~and/or the Chief Shop Steward or his designee. Appeals will be answered within ten~~  
16 ~~(10) business days.~~

17 ~~Within sixty (60) days of submitting the appeal, either party to this Agreement must submit its~~  
18 ~~appeal for arbitration through FMCS or the arbitrator agreed upon by the parties.~~

19 ~~If any employee is discharged a hearing will be held within five (5) days.~~

20 ~~If any party to the Agreement requests a panel of arbitrators from the FMCS, either party to this~~  
21 ~~Agreement may demand that the selection procedure be limited to striking names from the panel~~  
22 ~~until a single arbitrator remains.~~

23 ~~(0) The grievance process time limits may be extended if mutually agreed by both parties on a~~  
24 ~~case by case basis.~~

25  
26

**ARTICLE 25**  
**HEALTH AND LIFE INSURANCE**

All full-time employees will be enrolled in the National IAM Benefit Trust Fund as described in the Summary Plan Description (SPD) and the Standard Contract Language. Part time employees are not eligible for the National IAM Benefit Trust Fund.

The Employee share are as follows:

June 1, <del>2018</del> <b>2024</b>	<del>12%</del> <b>16%</b> of the total actual cost of the premium
June 1, 2019 <b>2025</b>	<del>14%</del> <b>18%</b> of the total actual cost of the premium
June 1, 2020 <b>2026</b>	<del>16%</del> <b>19%</b> of the total actual cost of the
June 1, 2020 <b>2027</b>	<del>16%</del> <b>20%</b> of the total actual cost of the

premium (Note: actual date will be the first pay following above dates)

If for some reason this plan is not renewed by the Company or Union the Company will provide a similar plan with an employee contribution that will not exceed 20% of the monthly premium. The monthly contribution will be taken out on a weekly basis.

The company will work with the National IAM Benefit Trust Fund to facilitate enrollment in the plan for all employees and provide all necessary paperwork and information required for employee to enroll.

All employees hired will be offered single coverage the 1<sup>st</sup> day of the month after 60 days of employment of employment as per Federal guidelines. Employees will be eligible for single plus one or family coverage when they have completed (18) eighteen months of employment.

Opt Out: If an employee opts out of the medical plan, that employee will receive \$100.00 per month, (paid weekly) provided that they show proof that they have other medical coverage in place.

Life Insurance with Accidental Death and Dismemberment coverage shall be provided as set forth below:

Effective May 1, 2012     \$100,000

Additional Life Insurance - If approved, employees can select additional life insurance in the amounts of one, two or three times their annual salary (based on 40 hours per week) and the rates per thousand will be provided by the Company at the time of the renewal of the policy. All employees that elect this option must purchase in annual salary amounts. For Example: Based on 2012 rates, an annual salary of \$25,000 additional life insurance would cost \$2.25 per week if 30 years of age.

U.C.R. coverage, including emergency room, shall be provided. Life Insurance and Medical Benefits will be covered, in full, to a maximum of one (1) year for an employee off sick or injured in excess of thirty (30) days. The employee will be responsible for the employee contribution to the medical plan. The Company shall provide Bomb Insurance in the amount of one hundred and fifty thousand (\$150,000) dollars after July 2013 when the current insurance policy expires.

Dental Plan/Dental Insurance to remain as is in the current CBA for all employees hired prior to March 1, 2012.

Employees hired after March 1, 2012 who wish to enroll in the current Dental Plan will be responsible for the full cost of such plan.

1 **Employees will have the option to enroll in the National IAM Benefit Trust Fund Dental**  
2 **Benefits Plan as described in the Summary Plan Description (SPD) and the Standard**  
3 **Contract Language.**

4 **The Company shall only be obligated to contribute the “per employee monthly” amount**  
5 **specified in lowest tier of the National IAM Benefit Trust Fund Dental Benefits Plan, as**  
6 **described in the Summary Plan Description (SPD), as of June 1, 2024, which is identified as**  
7 **tier “D004” (\$22.03 single-employee only plan or \$55.10 family plan). The employee may**  
8 **elect to enroll in any other “tier” provided the employee pays directly to the National IAM**  
9 **Benefit Trust Fund Dental Benefits Plan the difference in cost between tier “D004” and the**  
10 **tier selected by the employee. At no time shall the Company be obligated to contribute or**  
11 **remit any amounts above those identified on the tier “D004” as of June 1, 2024.**

12 All current employees will be enrolled in the National IAM National Benefit Trust Fund vision  
13 plan as described in the Summary Plan Description (SPD) and the Standard Contract Language  
14 with the full cost to be borne by the Company.

15 Employees hired after March 1, 2012 who wish to enroll in the Vision Plan will be responsible  
16 for the full cost of such plan.

1 **ARTICLE 26**  
2 **PENSION**

3 Effective March 01, 2015, the Company agrees to contribute an additional five cents per hour with a grand total  
4 of two dollars (\$2.00) per hour worked up to a maximum of one hundred seventy-three (173) hours per month  
5 into the International Association of Machinists Pension Fund for the purpose of providing a retirement fund  
6 for the employees for the duration of the contract.

7 Employees hired after DOS of the Agreement shall be considered Associates within their  
8 classification and will receive one-dollar (\$1.00) per hour worked up to a maximum of one hundred  
9 seventy three (173) hours per month hours towards the IMAW Pension Fund. The Company will  
10 be permitted to have up to 30% of the total workforce classified as Associates. The Union will work  
11 with Company and establish the monitoring procedures no later than ninety (90) days from the  
12 DOS).

13 Once the 30% cap has been reached, Associates shall advance within their main classification in  
14 seniority order and shall receive the full benefits of the classification from the date of  
15 advancement and shall not be retroactively paid to the date of hire.

16 An employee shall be eligible for this coverage sixty (60) days after reporting to work. The  
17 Company shall conform to the IAM Pension rules.

18 The Company shall conform to the IAM Pension rules for all full-time and part-time employees.

19 **ARTICLE 27**  
20 **SICK LEAVE**

21 Employees hired prior to July 1, 1991 shall have (12) sick days. Employees hired after July 1, 1991  
22 shall have (10) sick days.

23 All employees hired after March 1, 2012, and after successfully completing the probationary  
24 period shall have six (6) sick days per year.

25 On or about December 15th in each year, an employee shall receive one (1) day's pay, for each day  
26 of unused accumulated sick leave for the period of December 1st of the previous year through  
27 November 30th of the current year.

28 The unused sick days shall be paid at the following rate:

Unused Sick Days	Rate
1 sick day up to 3 sick days	1.0X (straight time)
4 or more sick days	1.25X (one and a quarter)

Sick Bank Option

29

- 1 (a) Unused sick leave shall be cumulative up to a maximum of ten (10) days. Any days over this  
2 amount which are unused must be sold back to the company at the regular unused sick day  
3 rate.
- 4 (b) An employee will not be paid sick time unless the employee notifies his supervisor in  
5 accordance with Company policy prior to the start of their scheduled work shift.
- 6 (c) The sick bank may only *be* used after the third day of being absent at a rate of one (1) eight  
7 (8) hour sick day bank for one (1) eight (8) hour sick day.
- 8 (d) The provisions for sick leave accumulations and payments are designed to compensate  
9 employees for actual sickness and shall in no event be construed so as to secure to employee's  
10 additional vacation, holidays, or severance payments.
- 11 (e) The sick bank can only be cashed out by an employee who retires, leaves the company, is laid off or  
12 passes away will be compensated for unused sick bank at the rate of two (2) days of unused sick bank  
13 for one (1) day pay at the employee's straight time 8 hour rate.

14  
15  
16 **ARTICLE 28**  
17 **VACANCIES AND BIDDING**  
18

- 19 (a) The Company will determine and establish and may change the number of employees in each  
20 classification and the number assigned to a shift subject to the following limitations:
- 21 1) When an employee covered by this Agreement vacates his position it shall be bid as  
22 a vacancy unless the Company abolishes the position.
- 23 2) When the Company increases the number of employees, in any classification covered by this  
24 Agreement, the Company shall bid each additional job as a vacancy.
- 25 3) When a vacancy occurs it shall be posted on all company bulletin boards for a period of  
26 ten (10) working days. The successful bidder will be awarded the vacancy within five (5)  
27 working days.
- 28 4) The position being bid on will be awarded to the senior qualified employee bidding  
29 for the job.
- 30 5) The Company will post available full-time positions for bidding.
- 31 (b) In the event no employees hid for the vacancy, the Company will fill such vacancy as follows.  
32 in the order set forth:
- 33 1) Recall the most senior employee on layoff in that classification.
- 34 2) Promote the most senior qualified employee from a lower classification desiring the  
35 vacancy.
- 36 3) Hire an employee outside the Company.

- 1 (c) A successful bidder shall hold the job to which assigned for a period of thirty (30) days in order to  
2 demonstrate his ability to perform the work required. If, during this period, the employee is unable  
3 to demonstrate his ability to perform the work, he will lose any *new* classification seniority he has  
4 accrued and will be reassigned by the Company to his former position in the same classification he  
5 previously held. This thirty (30) day period may be extended for an additional thirty (30) days by  
6 mutual agreement of the Parties.

7  
8 **ARTICLE 29**  
9 **SAFETY AND HEALTH & TRANSITIONAL WORK PROGRAM**  
10

- 11 (a) The Company shall furnish artificially cooled drinking water and sanitary fountains. Shop,  
12 washrooms, lunchrooms and work areas will be adequately lighted and heated.
- 13 (b) The Company agrees to provide a safe working environment for its employees A Joint Safety  
14 Committee shall be established, composed of a minimum of two (2) representatives for each  
15 Party. It shall be the duty of this Committee to investigate all claims of unsafe working  
16 conditions submitted by employees. The Committee shall meet monthly at a mutually agreed  
17 time and place. The Committee shall keep "minutes" of its meetings (a copy of which shall be  
18 placed on the bulletin boards), the claims submitted and the action taken. The Committee will  
19 make every effort to clear up outstanding items by the next monthly meeting.

20 **TRANSITIONAL WORK PROGRAM**

21 The Company will implement a Transitional Light Duty Work Program. The Company will make  
22 the necessary accommodations for an employee deemed light duty and will adhere to the  
23 restrictions of the employee's physician, FM LA, ADA and the State of New Jersey. The  
24 Company will develop a Light Duty Policy within ninety (90) days from DOR.

25 **ARTICLE 30**  
26 **UNION ACCESS**

27 Authorized representatives of the Union shall have access to the premises of the company to  
28 transact necessary Union business, providing it shall not interfere with the operation of the  
29 Company.  
30

1 **ARTICLE 31**  
2 **OCCUPATIONAL INJURY**

3 The Company will follow the State of New Jersey's Workers' Compensation Laws. In addition,  
4 the Company will handle all of the necessary forms related to Workers' Compensation claims.  
5  
6  
7

8 **ARTICLE 32**  
9 **CREDIT UNION/401K PLAN**

10 The Company has agreed to participate in the credit union and a 401K Plan as necessary for its  
11 operation.

12 **ARTICLE 33**  
13 **SEVERANCE PAY**

14 (a) Entitlement - Any full-time employee, with one (1) or more years of service, under this  
15 Agreement whose employment is interrupted due to a reduction in force while he is in a position  
16 provided in paragraph (b) following, subject, however, to the limitations and qualifications in  
17 accordance with the term set out in paragraph (b) through (0).

(b) Service Requirements -

**YEARS OF SERVICE**

**SEVERANCE ALLOWANCE**

One (1) year but less than two (2) years  
Two (2) years but less than three (3) years  
Three (3) years but less than four (4) years  
Four (4) years but less than five (5) years  
Five (5) years but less than six (6) years  
Six (6) years but less than seven (7) years  
Seven (7) years but less than eight (8) years  
Eight (8) years but less than nine (9) years  
Nine (9) years but less than ten (10) years  
Ten (10) years or more

One (1) week  
Two (2) weeks  
Three (3) weeks  
Four (4) weeks  
Five (5) weeks  
Six (6) weeks  
Seven (7) weeks  
Eight (8) weeks  
Nine (9) weeks  
Ten (10) weeks

18  
19 (c) Computation and Method of Payment — A week of the severance allowance shall be computed  
20 on the basis of the employee's regular straight time pay, at rate, at the time of his employment  
21 interruption multiplied by forty (40) hours. Severance allowance shall be paid at the successive  
22 payroll periods immediately following the date employment is interrupted and shall continue to  
23 be paid until the employee is recalled or the severance allowance entitlement is exhausted,  
24 whichever occurs sooner.

25 (d) Disallowances - Severance allowances shall not be paid an employee when:

26 1) He exercises his seniority in order to remain in the employ of the Company.

- 1 2) He accepts any other employment with the Company.
- 2 3) The layoff is caused by an Act of God, a war emergency; revocation of the Company's  
3 operating certificates or grounding of a substantial number of the customer's aircraft.
- 4 4) The layoff is caused by a strike or picketing of the company's operating premises or any  
5 work stoppage or other action which would interfere with any operations of the company.
- 6 5) He is dismissed for cause, resigns or retires.

7 6) There is a temporary cessation of work because of circumstances beyond the  
8 Company's control.

9  
10 Other Allowances - the severance allowances, provided herein, shall be in addition to any  
11 or all other benefits provided under this Agreement.

12 Severance Pay will not be paid if the Company's contract with the Port Authority for the fueling of  
13 aircraft is cancelled.

14 7). Recall - An employee who has received a severance allowance under this Article and  
15 who has been recalled to work under the provisions of the Agreement and whose  
16 employment is again reduced in force under the conditions which entitle him to severance  
17 allowance, shall be paid the amount specified for his total years of service with the  
18 Employer less the dollar amount received by him during previous employment  
19 interruptions.

20 **ARTICLE 34**  
21 **DRUG TESTING**

- 22 (a) Employees involved in an accident will be suspended, without pay, until the results of  
23 the drug/alcohol testing are received by the Company. If the employee tests negative the  
24 employee will be paid for the suspension time at straight time
- 25 (b) The Company has the right to have any employee sent for a drug/alcohol test based on  
26 reasonable suspicion and will be suspended, without pay, until the results of the  
27 drug/alcohol testing are received by the Company. If the employee tests negative the  
28 employee will be paid for the suspension time at straight time.
- 29 (c) Employees must refer to Allied Aviation Services Hourly Employee Handbook. Code of  
30 Conduct - Drugs in the Work Place for policies.

31 The Company will follow the Federal Department of Transportation's  
32 Drug Testing policy.  
33



**ARTICLE 35**  
**OVERTIME PROCEDURE**

In the implementation of Article 7. (d), the parties hereby agree to follow the procedure set forth below:

**OVERTIME PROCEDURE**

1. For each classification there will be an overtime list containing the names of all employees (including Leads) who have completed their probationary periods with the following exceptions.(a) Employees who do not desire to be considered for overtime will so notify the Union, in writing, and their names will not appear on the overtime list. Such notification will apply for a minimum period of thirty (30) consecutive days and upon return to the overtime list the employee will be charged with:

The same number of overtime hours as the highest man on the shift to which assigned, or the same number of hours which were previously charged to them at the time they were removed from the overtime list, whichever is greater.

2. For all employees who have completed their probationary period a record will be kept, and will be brought up to date daily, of overtime worked, or offered and declined converted to equivalent straight time hours paid, or which would have been paid had the offered overtime hours been worked, and will include the cumulative number of hours so charged. Overtime points will revert back to zero the first Monday of November and the first Monday in May aligned with the shift bid.

(a) Fractions of hours will not be recorded. A fraction of five-tenths (5/10ths) of an hour or more will be converted to the next higher hours. A fraction of less than five-tenths (5/10ths) will be converted to the next lower hour.

(b) Paid lunches and regular holidays worked will not be considered as chargeable overtime except for all hours worked in excess of eight (8) hours on a holiday.

(c) Any refusal of overtime to attend Company business, training or Union business will not be chargeable.

3. Employees, being added to the overtime lists, will be charged with the same number of hours as the highest man on the list to which assigned. This will apply to employees being added to the list upon the completion of their probationary period.

4. Employees moving from one (1) shift to another within an overtime unit will carry their overtime hours with them.

5. Employees who are absent for thirty (30) or more consecutive days (except absence due to vacation, sick or injury) will, upon return to duty, *be* charged with:

(a) The same number of overtime hours as the highest man on the shift to which assigned, or the same number of hours charged to them before their absence, whichever is greater.

6. When overtime is required it will be offered as follows:

- 1 (a) Overtime anticipated which is continuous following a scheduled shift will  
2 be offered to employees working on that shift.
- 3 (b) Overtime anticipated to be four (4) hours or less in advance of and  
4 continuous with a scheduled shift will be offered to employees on regular  
5 work days on the oncoming shift.
- 6 (c) When overtime is contemplated, at least four (4) hours' notice will be given.
- 7 (d) An employee who calls in sick or is sent home by a doctor or dispensary will not be  
8 eligible for overtime until he again reports for this regular shift.
- 9 (e) Where two (2) or more employees have an equal amount of overtime charged to  
10 them the senior employee will be considered low man and will be offered the  
11 overtime.
- 12 (f) Overtime will be offered to probationary employees only when it is not  
13 possible to obtain a non-probationary employee to work the required  
14 overtime.
- 15 (g) An employee who does not have a telephone, or whose telephone is not  
16 known to the Company, will be charged as if it had not been possible to  
17 contact him by telephone.

- 18 7. For the above purposes it is considered that an employee's regular work day is the twenty-  
19 four (24) hour period from the start of his regular shift.
- 20 8. When overtime is offered as in 6 above, it will be offered first to the employee with the least  
21 number of cumulative hours on his overtime record.
- 22 9. Any employee, who mutually agrees to a change of status, will be considered ineligible for  
23 overtime on the days involved.
- 24 10.No employee shall be required to work more than sixteen and one half hours (16.5) in any  
25 twenty-four (24) hour period. The foregoing procedure shall in no way abrogate management  
26 rights, should they choose to assign overtime work according to present Article 7. (1 )
- 27 11.An employee working on his seventh (7th) day shall not to be eligible for overtime until he has had 7 1/2  
28 consecutive hours of rest prior the start of his regularly scheduled shift.
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1 **ARTICLE 36**

2 **PART-TIME EMPLOYEE**

3 The Company may hire part-time employees in the fueling classification. The rate to be paid such part-time  
4 employees shall be the rate set forth in Schedule "A" and such employees shall not be entitled to medical  
5 or any other benefits excepts pension.

6 The number of shift starting times for Part - time employees shall not exceed six (6).

7 Part - Time Employees shall not be scheduled back to back - the intent is not to circumvent this  
8 clause.

9 A part-time employee is one who is assigned to work no more than thirty hours per week but may have the  
10 option, upon Management's request, subject to Section (c) below, not to exceed thirty (30) hours a week,  
11 six (6) hours/day or minimum five (5) hours/day. Part-time employees shall not be scheduled for more than  
12 five days per week. The Company shall have the right to utilize part-time employees under the following  
13 terms and conditions.

14 (a) Effective March 1, 2012, the number of part-time employees that shall be utilized shall not  
15 exceed fifteen percent (15%) of the work force.

16 (b) All part-time employees must become members of the Union, pursuant to the Union Security  
17 Clause of this Agreement.

18 (c) Part-time employees shall not be offered overtime unless full-time employees available for  
19 overtime have refused the overtime offer.

20 (d) No full-time employee, in the Fueler Classification, hired prior to January 1, 2009 will be laid off in a  
21 reduction in force as long as any part-time employee is working in that classification.

22 (e) The Union shall have the right to verify the part-time compliance.

23 (f) Part-time employees will work off their own seniority list.

24 (g) On overtime, of about (1) hour, the Company will not use a part-time employee unless all men  
25 on the job have been canvassed, and thereafter will canvass the call list and may use part- time  
26 employees until a full-time employee arrives to do the work.

27 (h) All other terms and conditions of the current contract shall continue in effect. The Company  
28 will post available full-time positions for bidding by part-time employees.

- 1 (i) The Operations Manager of the Company will meet with the Union to discuss problems that may  
2 arise.
- 3 (j) Where employees are required to maintain continuous operation of department or assignments, days  
4 off and shifts shall be determined by the Company consistent with the requirements of the service.  
5 Available days off and shifts shall be selected by employees within each classification on the basis of  
6 seniority. Fixed shifts shall be bid every six months, to be effective on or about May and November. A  
7 notice of the shift change shall be posted, as far in advance as possible, prior to the actual bid. When  
8 there is an airline operating schedule change, requiring a major revision of the schedule, the Company  
9 and the Union will meet to discuss the manner of handling such revision of the schedule. The Company  
10 guarantees that whenever it changes its operation schedule in response to changing airline schedules,  
11 all shifts shall be re-bid.
- 12 (k) All time worked in any continuous tour of duty, including overtime, shall be considered as work  
13 performed on the work day within which the tour is started.
- 14 (l) Employees shall be given at least five (5) days' notice of all shift changes.
- 15 (m) The number of shift starting times for PART-TIME EMPLOYEES shall not exceed six (6).  
16 (Remove from page 28 of existing contract)
- 17 (n) PART-TIME EMPLOYEES shall not be scheduled back to back — the intent is not to  
18 circumvent this clause. (Remove from page 28 of existing contract)
- 19 Holidays - Same as Full-time employees.  
20 Vacations - After one (1) year of Employment - twenty-five hours (25) hours of vacation.
- 21 Vacations - After two (2) years of employment - fifty (50) hours of vacation. Vacations  
22 - After three (3) years of employment - seventy five (75) hours of vacation.
- 23 Sick Leave  
24 Part-time employees shall be entitled to sick days according to the following schedule:
- 25 Two (2) days in the first year of employment. Three (3) days in the second year of employment. Four  
26 (4) days in the third year of employment.
- 27 Shift Differentials - same as full-time employees.  
28 Part-Time Employee — The Company may hire part-time employees in the fueling classification. The  
29 rate to be paid such part-time employees shall be the rate set forth in Schedule "A" and such employees  
30 shall not be entitled to medical or any other benefits except pension.

31

**ARTICLE 37  
DURATION OF AGREEMENT**

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3  
4 Except otherwise specifically provided herein this Agreement shall become effective June XX,  
5 2024, and shall remain in full force and effect until ~~June July XX 2028~~ 2027 and shall renew  
6 itself without change from year to year thereafter unless, ~~written notice of intended change is~~  
7 ~~served by either party hereto at least thirty (30) days prior to such date.~~ **Either party may serve**  
8 **written notice of intended change to the terms of this Agreement no earlier than ninety (90)**  
9 **days prior to expiration date of this Agreement.**

10  
11 IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and  
12 year first above written.

13 **For the International Association of Machinist and Aerospace Workers**

14  
15 BY: \_\_\_\_\_  
16 John M Coveny Jr  
17 President Directing General Chair

BY: \_\_\_\_\_  
Ken Coley  
General Chair

18  
19  
20 BY: \_\_\_\_\_  
21 Robert Trapanese  
22 Negotiating Committee

BY: \_\_\_\_\_  
Jose Borja  
Negotiating Committee

23  
24  
25 For Allied Aviation

26  
27  
28 BY: \_\_\_\_\_  
29 Brian Xavier  
30 Assistant Vice President

BY: \_\_\_\_\_  
Edward Rose  
Assistant Vice President

31  
32  
33 BY: \_\_\_\_\_  
34 Rory C. McCormack  
35 General Manager

## Schedule A

1. ~~Lead pay one two dollars and twenty-five cents per hour (\$1.25)~~ for all compensational hours. DOR
2. **All employees will receive a 8.5 % pay increase on date of ratification**
3. **All employees will receive a 4% pay increase 1 yr. from date of ratification**
4. **All employees will receive 4.5% pay increase 2 yrs. From date of ratification**
5. ~~All employees will receive 4% pay increase 3 yrs. From date of ratification~~
6. **All employees will receive the following bonus per chart below paid with in 30 days**

1 to 5 years of service	\$250.00
5 to 10 years of service	\$500.00
10 to 20 years of service	\$1000.00
Over 20 years of service	\$2000.00

7. ~~Employees who possess a CDL in Maintenance, Utility or Tank Person classification will receive fifty cents \$.50 for all pay hours.~~

### Flex rate of Pay

- A. **The Company has the right to start a new employee at a rate higher than the minimum starting rate. If the Company uses the above flex rate pay adjustments all employees below the new set rate will be brought up to that level and continue to progress through the pay scale.**

8. ~~Those individuals that are in the scale (1" three steps) will progress in the following scales by job classification. Any current Employee that is below the new starting wage will be brought up to the new starting wage for that particular job classification that they are currently in.~~

	fuelers/Associate Mechanics/Associate	Utility/Associate	Tankperson/Associate
Year 1	\$16.50	\$21.00	\$14.17
Year 2	\$17.00	\$21.63	\$14.60
Year 3	\$17.50	\$22.28	\$15.03
			\$18.04

~~The company will make a reasonable effort to compensate all employees' retro pay as soon as reasonably possible after DOR, but no later than 30 days.~~

1 For employees who are at the top or off the Current wage scale as of February 28, 2018 or for  
2 employees who progress off the scale during the contract will receive the following increases.

3 ~~February 28, 2018 4.50% increase to the hourly wage~~

4 ~~February 28, 2019 3.00% increase to the hourly wage~~

5 ~~February 28, 2020 2.50% increase to the hourly wage~~

6

SCHEDULE "B"  
*INCENTIVE PLAN*

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1. Incentive System.

a) Freeze employee receiving the \$37.50/\$75.00/\$150.00 monthly stipend at the present level subject to the following:

(i) Must maintain 9 out of 12 months perfect attendance.

(ii) For the three months an employee's attendance is less than perfect, only two incidents of absence may occur within each of these months.

(iii) Surpassing the above levels will result in the reduction of the stipend by \$37.50 / \$75.00 in each year of the contract.



**MOU between  
Allied Aviation Service Company  
of New Jersey  
And  
International Association of  
Machinists & Aerospace Workers  
District Lodge 142**

**July 25, 2024**

**SKILLED WORKER'S PREMIUM:**

In order to receive the additional seventy-five cents (\$0.75) for Skilled worker's Premium - Eligible Skilled Workers are workers who have three (3) years' experience in the repair of gas/diesel vehicles. Must be able to operate all company vehicles and required licenses/endorsements to do so.  
For Allied Aviation

\_\_\_\_\_  
Ed Rose  
Vice president

Date: \_\_\_\_\_

\* \_\_\_\_\_  
Rory McCormack  
General Manager

Date: 7/26/2024

\* *Jorge Quintero For Rory McCormack.*

For the International Association of Machinist and Aerospace Workers District 142

*John M Coveny Jr*  
\_\_\_\_\_  
John M Coveny Jr  
President Directing Gen Chair

Date: 7/25/2024

*Ken Coley*  
\_\_\_\_\_  
Ken Coley  
General Chair

Date: 7/25/2024