

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

***L-3 COMMUNICATIONS VERTEX
AEROSPACE LLC
NAS Pensacola/NAS Whiting Field
T-6 COMBS Program***

AND

***INTERNATIONAL ASSOCIATION OF
MACHINISTS AND
AEROSPACE WORKERS
LOCAL LODGE NO. 2777***

EFFECTIVE DATE: 15 May 2010 – 15 May 2013

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PREAMBLE

This Agreement is made and entered into this 15th of May 2010 by and between L-3 Vertex Aerospace LLC, (hereinafter referred to as the Company) and the International Association of Machinists and Aerospace Workers Local Lodge #2777, (hereinafter referred to as the Union).

It is understood wherever in this Agreement employees or jobs are referred to in the male or female gender, it shall be recognized as referring to both males and females.

01.00 INTENT AND PURPOSE

01.01 It is the intent and purpose of the Company and the Union to set forth herein the entire Agreement with respect to wages, hours, and working conditions as relates to the government contract covered by this Agreement.

01.02 Further, it is the mutual intent of the parties to provide for the efficiency of the operation and maximum production of the employees under methods which further the safety of all affected parties, the efficiency and economy of operations and the continued employment under conditions of reasonable hours, compensation and working conditions as contained herein so that operations will be uninterrupted and duties faithfully performed in order for the Company and its employees to fulfill their mutual and vital responsibilities to both the public and to the Government with due regard to competitive conditions.

01.03 It is recognized by the Agreement to be the duty of the Company, the Union, and the employees to cooperate fully, both individually and collectively, for the advancement of said conditions; and to provide a grievance procedure for the settlement of the employees' grievances; and to provide that there shall be no interruption and/or impeding of operations during the term of this Agreement.

01.04 The Union recognizes that the Company is a contractor to the Federal Government and that the Company is required at all times to meet its contractual obligations. Nothing in this Agreement is intended nor will any provision of the Agreement prevent the Company from meeting its obligations and responsibilities as a contractor. The Union and the Company recognize that the Government may impose various demands or obligations upon the Company and its employees. If such action requires, the Company and the Union agree to comply with the requirements to the degree necessary, subject to rebuttal by either or both parties through the grievance and arbitration procedures and/or the courts, if deemed necessary.

02.00 MANAGEMENT RIGHTS

02.01 The Company shall retain the exclusive authority, rights and powers to manage its business and direct the working force. Such authority, rights, and powers include, but are not limited to, the right to hire, assign, transfer, promote, reclassify, layoff, discipline for just cause (including suspension and discharge); determine work schedules and the starting and quitting time; the number of hours and shifts to be worked; the qualifications of employees; to establish and modify rules and regulations not in conflict with the terms of this Agreement; to close down, curtail, or move the business, or any part thereof; to discontinue its business in whole or in part; to sell or dispose of all or any part of the business; to introduce new or changed methods; to determine the means of service or production; and to otherwise generally manage the operations and direct the working force. These rights are not intended to be all inclusive, but enumerate by way of illustration, the type of rights which belong to the Company.

02.02 Except as expressly modified by a specific provision of this Agreement, or except as such rights are specifically relinquished herein, all rights, powers or authority which the Company had prior to the signing of this Agreement are retained by it. No relationship between the parties shall be construed to constitute or create any implied limitation on the Company's authority, rights, or powers.

03.00 UNION RECOGNITION

03.01 The Company recognizes The International Association of Machinists and Aerospace workers, AFL-CIO, District 75, as the sole and exclusive bargaining agent with respect to rates of pay, wages, hours of work and all other conditions of employment for all employees covered by this Agreement.

- a. Included: All production and maintenance employees, which includes Crew Leader, Ground Support Equipment Mechanic, Data Representative, Warehousemen, Logistics Driver, and Quality Assurance Material Inspector employed by the employer on the T-6 COMBS program at NAS Pensacola, Pensacola, Florida and COMBS at NAS, Whiting Field, Milton, Florida.
- b. Excluded: Office clerical employees, Foreman, Managerial Employees, Professional Employees, and Supervisors as defined in the Act.

03.02 The Company acknowledges the Union's rights specifically designated by the terms of this Agreement. As the employee's representative, the Union recognizes its duty to cooperate in any reasonable manner with the Company, to support its efforts to assure a fair days work by each employee, to cooperate in combating all practices which decrease efficiency and to maintain standards of quality and service.

04.00 UNION SECURITY

04.01 Membership in the Union is not compulsory. Employees in the bargaining unit must, as a condition of continued employment, be either a member of the Union and pay Union dues or pay an Agency fee to the Union, but not both. If such condition of employment is not met, the employee's employment shall be terminated and such discharge shall be deemed to be for just cause as in compliance with standards permitted by the N.L.R.B. and court decisions relating to Agency shop requirements. Employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit. Neither party shall exert any pressure on or discriminate against an employee in regards to such matters.

04.02 Each employee in the bargaining unit shall, beginning on the 31st day following the execution of this Agreement or the 31st day following his/her employment, rehire, reinstatement, reemployment, recall, transfer, or regression into the bargaining unit, as a condition of continued employment in the bargaining unit, execute and deliver to the Company (with a copy to the Union) a Union Dues or Agency Fees Deduction Authorization as provided for in this Article that shall authorize the Company to deduct from the employee's pay an amount of money equal to the Union's regular and usual initiation fee or reinstatement fee and its regular, uniform and usual monthly Union dues/Agency fees to be remitted to the Secretary-Treasurer of District Lodge 75 as set forth in this Article, or pay directly to the Union an amount of money equal to the Union's regular and usual initiation fee or reinstatement fee and an amount equal to its regular, uniform and usual monthly dues as certified by the Secretary-Treasurer of Local Lodge 2777 of the International Association of Machinists and Aerospace Workers. It is understood that Union dues or Agency fees are due and payable on the first pay day of each month. Employees electing to use the Union Dues or Agency Fees Deduction Authorization shall be deemed to have met their obligation under this Article when the Company properly deducts Union dues or Agency fees from their paycheck on the first pay period of each month. Employees electing to pay their Union dues or Agency fees directly to the Union shall make Union Dues or Agency Fees payments to the Union by the end of the calendar day on which the employee is paid.

04.03 Any employee within the bargaining unit who is required to contribute to the Union as provided for in Section 04.02 of this Article and who is subsequently transferred or promoted out of the bargaining unit or laid off shall not be subject to any of the provisions of this Article during the period of time such employee remains outside the bargaining unit or on layoff.

04.04 No employee within the bargaining unit shall be required to pay fees or dues covering any period during which the employee was not in the bargaining unit or was not on the Company's active payroll including layoff.

04.05 An employee within the bargaining unit shall be considered in good standing for the purpose of this Article when such employee tenders the amount of money equal to the Union's regular and usual initiation fee (due and payable only once per employee without regard to any interruption in service) or reinstatement fee and its regular uniform and usual monthly Union dues or Agency fees to an authorized agent of the Union or pay through authorized payroll deductions the Union's regular and usual initiation fee (due and payable only once per employee without regard to any interruption in service) or reinstatement fee and its regular uniform and usual monthly Union dues or Agency fees as are authorized by the employee to be withheld in accordance with this Article. Once the Union becomes

aware of the employee's delinquency and the Union notifies the employee of the delinquency the employee will have fifteen (15) calendar days to resolve the delinquency. If the delinquency is not resolved the Union shall notify the Company and the employee and the Company shall discharge the employee on the fifteenth (15th) calendar day after said notification, if the delinquency is not resolved.

04.06 Employees may handle the matter of payment of Union initiation fees or reinstatement fees and Union dues or Agency fees directly with the Union. In cases where deductions are made from those who have already paid Union initiation fees or reinstatement fees and Union dues or Agency fees, the Union will make refunds directly to such employees.

04.07 Deductions shall be made for the accrued regular monthly Union dues or Agency fees of each employee in the bargaining unit for whom the Union Dues or Agency Fees Deduction Authorization has been received, beginning with the pay for the first full pay period in the month following receipt of such authorization, provided that sufficient earnings remain to cover Union dues or Agency fees after all deductions required by law are made, and such Union dues or Agency fees deductions shall continue in like manner monthly thereafter, except as qualified in this Article.

- a. Deductions shall be remitted to the Secretary-Treasurer of District Lodge 75 within 10 days following the first payday of each month. The Company will furnish the Secretary Treasurers of Local Lodge 2777 and District Lodge 75, at the same time, a list compiled in alphabetical order of those employees for whom deductions have been made and the amount of each deduction.
- b. When ceasing to deduct Union dues or Agency fees for any reason, the Company will submit the name(s) of such employee(s) in alphabetical order, and the reason for no deduction to the Secretary-Treasurer of Local Lodge 2777 and District Lodge 75 at the same time the monthly dues deduction list is remitted.
- c. When ceasing to deduct Union dues or Agency fees for any reason, the Chief Steward will be notified of the stoppage within one (1) business day of the stoppage.

04.08 At the time this Agreement becomes effective, the parties agree to begin to use the following Union Dues or Agency Fees Deduction Authorization form for all new dues deductions, or a similar Union-supplied form. In addition, each individual authorization card signed and dated prior to the date of the contract ratification shall, upon ratification, have its effective date changed to reflect the ratification date and the initial irrevocable period shall run one (1) year from the date of the ratification of the Collective Bargaining Agreement. Thereafter, dues authorization shall conform to the terms of the Dues Authorization Form.

04.09 The Union shall indemnify and hold the Company harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any of the provisions of this Article provided the Company has met its obligations under the terms of this Article.

04.10 The Company will provide office space to the Chief Steward for the purpose of carrying out his/her responsibilities under the grievance procedure and storing related records and equipment provided there is space available.

05.00 SHOP STEWARDS VISITATION

05.01 The Company agrees to recognize the Stewards and Chief Steward duly authorized by the Union to represent those employees covered by the terms of this Agreement. The number of Stewards and Chief Steward shall be in that number required by the Union to assure each employee in the Unit ready access to a Steward in his/her assigned work location. It is agreed this objective can be achieved with not more than two (2) Shop Stewards plus one Chief Steward at COMBS NAS Whiting Field on first shift, unless modified by mutual agreement of the Company and the Union.

05.02 The Union will notify the Company in writing stating the names of the Stewards, Chief Steward and the areas they represent. Any subsequent changes of Stewards will not be recognized by the Company until official notice is received from the Union. The Company will provide this information to each supervisor having authority over employees covered by this Agreement. The Union may post this information on the Union bulletin boards.

05.03 Subject to other provisions of this Agreement, reasonable and necessary time off from work during straight time work hours shall be authorized without loss of pay or benefits to permit Stewards and the Chief Steward to carry out their responsibilities under the grievance procedure to employees in their area of representation, providing the carrying out of these responsibilities will not unreasonably interfere with the assigned work duties of the Steward or the employee involved. The Union will ensure that the Chief Steward and Shop Stewards engage only in those activities which are authorized by this Agreement. Instances of alleged abuse or misuse of time by the Steward, or Chief Steward, shall be brought to the attention of the Union, who shall take the action necessary to correct the problem.

05.04 Recognizing the mutual benefit of resolving problems at the lowest level, an employee who has an alleged grievance may discuss the matter with the employee's Steward. The necessary time away from the Steward's official work assignment shall be arranged in a manner to minimize interruption of work flow. When the Steward finds it necessary to discuss a problem or labor-management disagreement with a unit employee and/or management official, the Steward shall request permission to leave his/her work assignment from his/her supervisor. Should the need arise for a Steward to enter another supervisor's work area, the Steward's supervisor will contact the supervisor of that area to establish a time for the Steward to enter the area. In each instance, the supervisor's permission will be granted unless he determines compelling work commitments dictate otherwise. If permission is initially denied, the supervisor shall establish an alternate time which shall be no later than the end of the employee's next work day, at which time the Steward can contact the employee. Stewards shall not handle any grievance arising outside of his/her assigned area of representation, except however, a Steward may represent the area of another Steward who is absent from work.

05.05 The scope of the Steward's activities on Company time shall be limited to the following:

- a. To consult with an employee regarding an alleged grievance or the presentation of a grievance for which the employee desires the Steward to be present.
- b. To investigate an alleged grievance or a grievance of record before presentation to the appropriate supervisor.

- c. To present an alleged grievance or a grievance to an employee's immediate supervisor in an attempt to settle the matter for the employee or group of employees who may be similarly affected.
- d. To meet with an appropriate supervisor or other designated representative of the Company when necessary to adjust grievances in accordance with the grievance procedure of this Agreement.
- e. During an investigation in which it is determined by supervision that an employee may be subject to discipline, said employee shall be advised of his right to Union representation. If requested, his Shop Steward shall be provided.
- f. To consult with the Chief Steward regarding a grievance or an alleged grievance.
- g. The Steward will have the opportunity to meet with newly hired employees during the first two (2) weeks of employment with the Company. Such a meeting will be in a location designated by the Site Manager and shall not exceed more than fifteen (15) minutes in length.

05.06 Subject to existing security regulations, the Business Representative or other authorized Business Representatives of the Union shall have access to the Company's work areas during working hours for the purpose of investigating grievances that have arisen, attending meetings in accordance with the grievance procedure, and ascertaining whether or not this Agreement is being observed. Before doing so, he/she shall report to the Business Administration Manager or other authorized Company Representative, who shall permit said Representative to enter the Company's premises, provided that such right shall be exercised reasonably and will not interfere with the normal conduct of the Company's operations. Authorized Business Representatives of the Union may be escorted by a Company Representative at all times they are on Company premises.

05.07 It is agreed that the Company shall not be required to pay an employee for any time that he/she is taken away from his/her work to serve the Union in any official capacity or to serve on any Union committee, except as provided in the Agreement.

05.08 The Steward shall be empowered to adjust employee grievances occurring under his/her jurisdiction as provided for in the grievance procedure, so long as such adjustments are not in conflict with the provisions of this Agreement.

05.09 Stewards and the Chief Steward shall be seniority employees of the Company selected from among those employees he/she represents.

06.00 NO STRIKE – NO LOCKOUT

06.01 It is expressly understood and agreed that the business of the Company is directly related to the important and vital work of the United States Government and that efficient and uninterrupted services must be furnished to those agencies who have need of and make use of the capabilities of the Company. Therefore, the parties agree that during the term of this Agreement:

- a. The procedure provided for herein, for the settlement of grievances arising under this Agreement, may serve as a means for the settlement of disputes that may arise between the Parties. However, nothing in this section, or any section of this Agreement, limits the Company's or the Union's right to seek and receive legal and equitable relief in the event of the breach of the no strike - no lockout provision, including but not limited to, injunctive relief prohibiting any lockout, strike, sympathy strike, sit down, work stoppage, stay in, slow down, refusal to work, picketing, or any other action which would interfere with any of the operations of the Company.
- b. The Union (its officers, and/or agents and/or members) shall not authorize, encourage, sanction, or take part in any strike, sympathy strike, sit down, work stoppage, stay in, slow down, refusal to work, picketing or any other action which deliberately interferes with any of the operations of the Company.
- c. Any employee or employees, individually or collectively, who shall cause, encourage, or take part in any violation of this article, or any activities prohibited by this article, may be immediately discharged, or subject to other disciplinary actions as the Company may unilaterally consider appropriate. Any such disciplinary action shall be subject to the grievance procedure and arbitration procedure as defined herein. If it is determined under the established grievance/arbitration procedure that such an employee(s) did participate in such an action, in violation of this provision, the disciplinary action taken shall not be altered. If the decision under the grievance and arbitration procedure is that such an employee or employees did not participate in such acts, the redress shall be as determined by the grievance/arbitration procedure and limited to "making whole" the individual employee involved, if warranted.
- d. In the event of a violation of this article, the Union, (its officers, agents and members) individually and collectively agree that it will use its best efforts and end such prohibited conduct, taking actions including:
 1. Requesting, through personal contact or meeting with employees, that they comply with the Agreement and not take part in any such prohibited conduct.
 2. Immediately notify all employees in writing that such prohibited conduct is in violation of the Agreement.
 3. Requesting those employees violating this Agreement to return to work and/or otherwise fully comply with the terms of this Agreement.
 4. Make every other reasonable effort to have employees cease such acts as prohibited.
- e. The Company agrees that it will not engage in any lockout of employees during the term of the Agreement, providing the Union is in full compliance with the provisions of this article.

07.00 GOVERNMENT SECURITY/RESPONSIBILITY

07.01 The Company, all representatives of the Union having access to the premises, and all employees are required to comply with applicable Government security regulations when performing work for the Government. The Company and the Union agree that security information will be revealed only to persons properly cleared and required by the Government to have the information.

07.02 The Union and the Company recognize that employees covered hereby are performing services for the U.S. Government in U.S. Government facilities and by use of U.S. Government equipment. The Company is not authorized to maintain, modify, or repair such government facilities except as contractually directed.

07.03 The employee will be responsible for the reasonable care of customer and/or Company furnished equipment and will notify the Company of any accidents, sabotage, or willful damage to Company, customer or employee property or material.

08.00 SENIORITY

08.01 New employees and those rehired after a break in continuous service as defined in Section 08.03 shall be in a probationary status until they have completed seventy five (75) calendar days from the most recent date of hire. Should conditions warrant, the seventy-five (75) day probationary period may be extended upon written mutual agreement of both the Company and the Union. The Company may transfer, layoff, or discharge such probationary employees at will, and such action shall not be reviewable through the grievance procedure.

08.02 a. Seniority of employees shall be established as follows:

1. Employees seniority date shall be set as their most recent date of hire into the COMBS T6 program.
2. Employees transferred to the COMBS T6 contract by the Company shall retain their original hire date if reflecting uninterrupted time of service prior to transfer into NAS Pensacola/NAS Whiting Field COMBS T6 program. This date will be referred to as an anniversary date from this point on. It will be utilized in respect to benefit time but forfeit in regards to seniority purpose with the exception of when two or more employees have the same hire date for tie breaking purpose.

08.03 The seniority of an employee shall be forfeited and cancelled and the employees' employment with the Company shall be terminated under the following conditions:

- a. Discharge for just cause.
- b. Resignation.
- c. Failure by the employee to notify the Company of the employee's intention to return to or not to return to work in response to a recall notification within forty-eight (48) hours after the receipt of such recall notice, and of the employee's return to work within fourteen (14) calendar days following the receipt of such notice if recall is accepted by the employee.
- d. Rejection of recall to the highest classification from which the individual has been displaced or laid off.
- e. Failure to be recalled from layoff within eighteen (18) months following such layoff.
- f. Failure to report for work on the expiration of an approved leave of absence.
- g. Accepting other employment while on approved leave of absence without the prior permission of the Company.
- h. Absence from work for a period of three (3) consecutive workdays without reporting to the Company a reason for such absence.
- i. Transfers or promotions outside the bargaining unit that exceed three (3) months.

08.04 When two (2) or more employees have the same seniority date as herein provided, first it will be determined if any of the involved parties have an anniversary date from other company contracts reflecting uninterrupted time of service prior to transfer into NAS Whiting

Field/NAS Pensacola COMBS T6 program. If so, this date will be utilized to determine the senior party. Otherwise, the employee having the lowest last four (4) numbers of his/her social security number shall be considered having the least seniority for tie breaking purposes.

08.05 Employees covered hereby who were or are transferred or promoted to positions within the Company, but not within job classifications covered hereby, shall retain, and accrue seniority hereunder, but shall not be construed as working under the terms of this Agreement while occupying such positions. It is understood and agreed that employees so transferred or promoted shall retain and accrue seniority for a period of thirty-one (31) days from the date transferred or promoted out of the bargaining unit. During this thirty-one (31) day period, employees may be returned to their previously held position by the Company or by their decision to return. Employees that are laid off after the thirty-one (31) day period may return to the Bargaining Unit and exercise their seniority as retained and accrued by this article by bumping the least senior employee(s) in equivalent or lower rated classifications, provided they are qualified to perform the duties of the classification. A new seniority date shall be so established for said employees(s).

- a. Employees who have exceeded the thirty-one (31) day period out of the Bargaining Unit, who voluntarily elect to return, may be returned to the Bargaining Unit provided that all of the provisions of Articles 22.03, 21.04, and 21.05 have been exhausted to fill the position that the employee has elected to return to. A new seniority date shall be so established for said employee(s).
- b. The Company will notify the Chief Steward when a Bargaining Unit employee transfers to a non-Bargaining Unit job.

08.06 The Company agrees to provide the Union with an updated seniority list whenever there is a change in the existing seniority list. This list shall contain employees' names, classifications, employees' number and seniority dates as provided under Section 08.02. The Union has ten (10) workdays after receipt of this seniority list to notify the Company in writing of any errors. Otherwise, the list shall be considered correct, and may be questioned only at the publishing of the next seniority list.

08.07 Shift Seniority Bidding Preference: In each job classification shown in Appendix A, employees may exercise seniority (by time in class) during the times indicated in Article 11.01(b).

09.00 NON-BARGAINING UNIT PERSONNEL

09.01 It is understood and agreed that non-bargaining unit personnel will normally not perform the work of employees covered by this Agreement, except under the following conditions:

- a. For the purpose of instructing and training employees.
- b. Under emergency conditions. The term "emergency" as used in this provision is defined to mean any unforeseen combination of circumstances which would require immediate action.
- c. Up to two (2) consecutive hours on any shift when an employee fails to report to work, and other qualified employees are not available in the classification on the shift in the overtime group.
- d. Up to one (1) hour on any shift when supervising three (3) or less employees (limited to the work that is performed by the employees being supervised).
- e. When the work being performed is incidental to the job duties of a position not covered by this Agreement.
- f. When required to maintain their personal qualifications and proficiency or required for certification.

10.00 HOURS OF WORK

10.01 No provision of this Agreement shall be construed as a guarantee of any specified numbers of hours of work either per day or per week.

10.02 Eight (8) consecutive hours, exclusive of a meal period of thirty (30) minutes shall constitute a normal work shift.

10.03 The workweek for payroll purposes shall consist of seven (7) consecutive calendar days, beginning with the start of the third (3rd) shift on Friday night. The normal assigned workweek schedule shall consist of five (5) workdays, starting on Monday, with two (2) consecutive days off. The first (1st) and second (2nd) scheduled days off in an employee's workweek are counted as the sixth (6th) and seventh (7th) days of the week. The odd assigned workweek shall consist of five (5) consecutive days beginning on a day other than Monday.

- a. Special/odd workweeks are defined as a workweek schedule that does not start on a Monday.
- b. Assignment to special/odd workweeks shall be offered to the senior employee(s) within the classification(s) in the overtime group(s) affected. In the event none of the employees want such assignment, the least senior employee(s) within the classification(s) in the affected overtime group(s) shall be assigned.

10.04 Work shifts shall be established as follows:

- a. The first shift will begin between 4:00 a.m. and 10:59 a.m. The second shift will begin between 11:00 a.m. and 7:59 p.m. The third shift will begin between 8:00 p.m. and 3:59 a.m.
- b. An employee's starting time shall be the same each day of the week, unless the employee voluntarily agrees to a change, or the Company provides seven (7) calendar days advance notice.
- c. Nothing in this article is intended to prohibit, limit, or restrict the Company's right to change the starting time of any shift within the time limits set forth above, or to assign employees to special/odd workweeks within the limits set forth in Article 10.03 b. The Company will provide seven (7) calendar days notice of such a change or assignment, which may be waived by mutual agreement between the Company and the Union's Chief Steward or his/her designated alternate.

10.05 The Company shall permit the employee to take a fifteen (15) minute rest period at a time scheduled by the supervisor that does not interrupt or delay the work performed during each halt of the work shift which may be taken without loss of pay. Employees scheduled to work two (2) or more hours of overtime shall be entitled to a five (5) minute rest period prior to the start of the overtime period and any scheduled rest periods on the shift the overtime is worked.

10.06 When there are qualified personnel within a classification available for work assignments at their straight time rate of pay, the Company shall not be required to utilize employees who would be paid overtime rates for the same hours worked, providing the

employee within the classification has less than forty (40) hours of work available within the assigned workweek. If more than one person has less than forty (40) hours of work available to them within the classification, the selection of personnel to work the additional work will be offered by seniority. If the Company is unable to obtain volunteers within the classification to perform the work, the selection of personnel will be in accordance with Article 12.00.

11.00 SHIFT ASSIGNMENT

11.01 The Company and the Union agree to the principle that shift/site preference consideration for available jobs in an overtime group should be given to the senior qualified employee in each classification in the overtime group when practical.

a. It is recognized that it is impossible to operate a facility efficiently with senior employees in a particular classification, in any one work center, shift, and/or location, and that seniority cannot be the sole determining factor in shift assignments. Whenever a senior employee is denied shift/site preference, the Company will present the Chief Steward with a reason of denial. If both parties cannot resolve or agree to the reason, a grievance may be filed for resolution.

b. The Company will post a shift/site preference sheet at least two weeks prior to **January 1 and July 1**, each calendar year. Efficiency permitting, senior qualified employees shall have preference for the available openings in their classification. The posting shall be removed three working days prior to the dates listed above and the new assignments will be posted the following work day. The shift/site assignment will take effect no sooner than seven days after posting of the new assignments but no later than the beginning of the second pay period following the posting of the new assignments. Failure to sign the posting may result in the Company transferring, from one shift/site to another shift/site, the least senior qualified employees within any given classification to the available openings.

c. An employee who changes job classification, and/or shift, and/or site, to accept a promotion, a lateral move, a position during a layoff, or a temporary assignment, between postings, may be required to remain in that position, including the shift and site, until the next shift/site posting period.

d. Employees may mutually agree to exchange shifts/sites within the same job classification provided such exchange does not detract from the efficiency of the operations. Also, such exchange will be made for no less than one **work day** and must be approved by the Site Manager prior to the exchange.

e. The Company retains the right to establish hours of work and shift starting times per Article 10.04 c. Whenever there are different starting times within a designated shift, site, and classification, that the Company expects to remain in effect for the duration of the shift/site period (i.e. four (4) months), the shift starting time will be awarded or assigned as stipulated in Article 10.03 b, until the next shift/site posting period, as defined in Article 11.01 b., occurs. This is not a guarantee that shift starting times will not be changed or revised at any time.

12.00 OVERTIME

12.01 It is understood and agreed that the Company reserves the right to require employees covered by this Agreement to perform overtime work. When such overtime is required, employees involved will be given as much advance notice as is practical, but at least thirty (30) minute notice prior to the commencement of the overtime.

- 12.02**
- a. Overtime shall be paid at one and one-half (1-1/2) times the straight time hourly rate for hours worked in excess of forty (40) hours in a work week.
 - b. If less than forty (40) hours are made available during the employee's regularly scheduled five (5) day work week, then hours worked on the 6th day and/or 7th day will be at one and one-half (1 1/2) times the straight time hourly rate.
 - c. Overtime shall be paid at two (2) times the straight time hourly rate for all hours worked on a holiday in addition to the straight time pay on such holiday.
 - d. Overtime shall be paid at two (2) times the straight time hourly rate for authorized work performed on the seventh (7th) day of the employee's assigned work week, to the extent such hours exceed forty-eight (48) regular hours in a work week.

12.03 No overtime shall be worked except by direction of the proper supervisory personnel of the Company.

12.04 The Company agrees to assign overtime among qualified employees by shift, classification, and overtime group to the extent practical within the confines of contractual requirements to include the off-site recovery of downed aircraft. To this end, the following procedure will be followed:

- a. Any specific job in process on a normal workday by an employee, or group of employees, which at the sole discretion of the Company requires overtime to be worked, such work shall be performed during the overtime assignment by those employees who have been performing the work in process at the end of the normal shift. It is understood the overtime assignment to such a specific job will be because it is the employee's normal assignment, and employees shall not be removed from such work and replaced by other employees with the intent of providing that employee with the overtime opportunity.
- b. When the Company determines that overtime work is required other than referenced in (a) above, qualified employees presently at work on the shift in the classification(s) and overtime group needed to perform the work who have the most seniority will be offered the work first. Should the employee decline, the next qualified employee in that classification, shift, and overtime group presently at work with the next lowest seniority will be offered the work, and this sequence will be followed until the required number is obtained. Should the required number not be obtained in a voluntary manner because all employees presently at work decline to work the overtime assignment, the Company shall assign the work to the qualified employee on the shift in the classification and overtime group with the least seniority, and this employee shall perform the work assignment. Failure to work this overtime assignment will result in disciplinary action up to and including discharge.
- c. In those cases where it is predetermined that overtime will be required, all

qualified employees in the classification on the shift and in the overtime group shall be offered the work by seniority, and if the required number cannot be obtained voluntarily, those employees with the least seniority will be required to perform the overtime. If the overtime is to be worked prior to the start of the employee's normal work shift, the employees who are not scheduled off for that work day shall be offered the overtime. Employees who are absent from work when overtime is offered may not be considered if they do not return to work prior to the time the overtime is performed.

- d. At NAS Pensacola and NAS Whiting Field, employees shall be offered overtime in accordance with the procedure set forth above. If the Company determines that additional personnel are needed, it may obtain such employees from other overtime groups in accordance with (b) above.

12.05 An employee who is called in to work after the employee's regular shift, and after leaving the facility, or who is called in or scheduled and reports to work on the sixth or seventh day of an employee's work week, will be paid the applicable rate for hours actually worked, or four hours at the straight time hourly rate, whichever is greater.

12.06 The provisions of this Article are intended only to provide the basis for calculation and payment of overtime and shall not be construed as a guarantee of any specific overtime hours per day or per week.

12.07 An employee who has not completed his/her probationary period will not be assigned any overtime, unless all qualified seniority employees in that classification, shift and overtime group have had an opportunity to work the overtime, and it is determined by management the probationary employee is qualified to carry out the responsibilities to be assigned to the overtime.

12.08 "Overtime groups" as used in this Agreement are defined as the job classifications listed in Appendix "A".

13.00 WAGE RULES

13.01 The Company shall pay the scale of wages included in "Exhibit A" made a part hereof.

13.02 For the purpose of this Agreement, an employee's straight time hourly rate is defined as the employee's base rate as listed in Exhibit A. An employee's "effective rate" is the rate listed in Appendix "A", plus crew leader differential, and/or shift premium, or any other such premiums agreed to as a part of this Agreement.

13.03 Employees promoted or temporarily assigned to a job classification with a higher rate shall receive the rate of the higher job classification or continue at their present rate, whichever is greater. Temporary assignments to a job classification with a higher rate will be offered to the senior qualified employee on the shift in the work center affected. If temporarily assigned, they shall, upon return to their prior classification, assume the rate held prior to the temporary assignment.

- a. Employees temporarily assigned to a job classification with a lower rate shall continue to receive their present rate. This section is not applicable when an employee is assigned to a lower job classification under the provisions of 22.01 (b).

13.04 The job descriptions for job classification titles and work tasks are negotiated and depicted as an appendix to this Agreement which shall be mutually agreed to by the Company and Union **within thirty (30) calendar days of ratification of this contract** and will remain in effect with no change in the material content of the job descriptions except for changes mutually agreed to by the parties through negotiations and as stated in Article **21.02**.

14.00 PREMIUM PAYMENTS

- 14.01** a. A shift differential premium of **forty-five (\$0.45)** cents per hour will be paid to employees working on the second shift as defined in the Agreement.
- b. A shift differential premium of forty-five cents (\$0.45) per hour will be paid to employees working on the third shift as defined in this Agreement.

14.02 Employees designated as Crew Leader shall receive a premium payment of thirty-five (\$0.35) cents per hour.

14.03 Employees who break personal tools on the job that are required to perform the duties of their classification, shall be reimbursed for the replacement of the broken tool (of similar kind and quality).

Reimbursement shall be subject to:

- a. The tool being on the required tool list for the employee's classification.
 - b. Any manufacturing warranty applicable to the specific broken tool.
 - c. A receipt of proof of purchase presented to the Company for the specific broken tool replacement.
- 14.04** Employees who have their own personal toolboxes damaged at work will notify their manager of the damage. The manager will attempt to see if such damage can be repaired in Company workspaces. If a tool box cannot be repaired on site, the employee will submit written proof of cost of repairs or receipt showing cost of replacement. The employee will be reimbursed for the documented replacement or repairs cost up to a maximum of \$600.00. Such replacement/reimbursement for a toolbox will be one time during the life of this agreement.

15.00 HOLIDAYS

15.01 The following ten (10) days are designated as holidays:

New Years Day	Presidents' Day
Martin Luther King Jr.'s Birthday	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

- a. In addition to the holidays listed above, if directed by the United States government, the Company will observe any holidays declared as a legal holiday and observed by the U.S. government at NAS Pensacola / NAS Whiting Field. If there is such a holiday, employees shall be paid for the holiday provided that the Company is reimbursed for the holiday by the Government.
- b. **If the Company is prevented from working as a result of government edict, or of acts of god, the Company will reimburse employees for the time missed, if the Company is so reimbursed by the customer.**
- c. **Effective, 11/1/10, and each November 1 thereafter, all employees on the active payroll will be awarded 8 hours holiday pay, which shall be used for the sole purpose of base closure events only. This time will not be allowed to roll over.**

15.02 A full time employee who is on the active payroll on the holiday and has worked on the employee's last scheduled shift preceding the holiday, and the employee's first scheduled shift following the holiday, unless excused by the management, (excused does not include unpaid leave of absence, workers' compensation, or short/long term disability) shall be eligible for pay, at the employee's effective rate, for such holiday.

15.03 Paid holidays shall be considered as time worked for the purpose of computing overtime payments.

15.04 For purposes of determining eligibility for holiday pay, paid time off, excluding paid time off under the Company's group insurance plan, shall be considered as time worked.

15.05 It is understood and agreed that the Company reserves the right to require employees to work on a holiday; however, every effort will be made to schedule as many employees off as possible.

15.06 Should any of the holidays authorized above fall on an employee's scheduled day off, or during an employee's vacation period, or a period in which an employee is on Paid Personal Time, except under the Company's Group Insurance Plan, the employee(s) will be paid at their straight time hourly rate or will be authorized an alternate day off with pay, if requested prior to the holiday. The alternate day off is to be taken at a time convenient to the Company within two (2) weeks before or after the holiday. Every effort will be made to schedule the employee on the day which he/she requests. An employee shall not receive vacation pay or paid personal leave in addition to holiday pay for the same day.

15.07 Should any holiday stated above occur on a Saturday or a Sunday, the holiday will be observed under the same schedule observed by military/government personnel located

at NAS Pensacola and/or NAS Whiting Field.

15.08 Part-time employees are eligible for holiday pay on a prorated basis and payment shall be determined as a percentage of eight (8) hours as determined by the average number of straight time hours so worked in the preceding eight (8) weeks.

16.00 VACATION

16.01 Each employee covered hereby shall accrue vacation credits as follows:

- a. For vacation purposes, the individual employee's hire date with the T-6 COMBS contract or anniversary date with the Company, whichever is earlier, shall be the reference point for accrual of vacation, and as defined in Article 08.02.a.
- b. Employees with less than six (6) years of continuous service, as defined in 16.01 (a.) above, shall accrue one and fifty-four hundredths (1.54) hours of vacation per credited week. Eighty (80) hours of vacation may be accrued during the fifty-two (52) credited work weeks per year.
- c. Employees with six (6) years, but less than ten (10) years of continuous service, as defined in 16.01 (a.) above, shall accrue two and thirty-one hundredths (2.31) hours of vacation per each credited work week. One-hundred twenty (120) hours of vacation may be accrued during the fifty-two (52) credited work weeks per year.
- d. Employees with ten (10) years of continuous service, as defined in 16.01 (a.) above, shall accrue three and eight-one hundredths (3.08) hours of vacation per each credited work week. One hundred sixty (160) hours of vacation may be accrued during the fifty-two (52) credited work weeks per year.
- e. The number of vacation hours accrued in 16.01 b., c., and d. shall be the maximum number of hours which may be carried over from one anniversary year to the next.

16.02 For the purpose of accruing vacation credits for employees, a credited work week shall be defined as follows:

- a. A credited work week is defined as a week in which an employee is paid by the Company for time worked, holiday pay, jury duty pay, military pay differential, paid personal time, vacation pay, funeral leave pay or are on Workers' Compensation that does not exceed six (6) months.
- b. Absences that are compensated under Short Term Disability Insurance or Long Term Disability Insurance are not credited work weeks for vacation accrual.

16.03 For the purposes of determining eligibility for accrued vacation credits, vesting shall be defined as follows:

- a. The employee must complete their probationary period before becoming eligible for vacation. Vacation shall accrue on a credited work week basis and is available for use as accrued.
- b. The individual employee's anniversary date, as established under Article 16.01 (a.) and each continuous service anniversary date thereafter shall be the reference date for rate of accruing vacation.
- c. Employees shall retain vacation accrued until such vacation is taken.

- d. Vacation accrued in excess of the maximum allowed in Article 16.01 b., c., and d., must be taken by the employee by the employee's next anniversary date. If all excess vacation is not taken or scheduled by sixty (60) days prior to the employee's next anniversary date, the Company will schedule the excess time off.
- e. Vacation taken by the employee is deducted from the employee's unused vacation until such vacation is exhausted.

16.04 Vacation pay shall be computed at the employee's straight-time hourly effective rate, as defined in Section 13.02, at the time the vacation is taken.

16.05 Employees who are terminated from employment, are laid off or who voluntarily terminate employment after submitting a two (2) week advanced written notice are eligible to receive pay in lieu of vacation for all accrued unused vacation.

- a. Employees who are temporarily laid off, may at their discretion retain their accrued unused vacation for a period of up to, but not to exceed thirty (30) days. At any time during the thirty (30) day period the employee may request in writing and be paid for his/her vacation pay. At the expiration of the thirty (30) day period the employee will be paid for any vacation time that is owed to the employee at the time of the layoff.

16.06 Vacation must be requested no less than seven (7) days in advance and will, insofar as practical, be granted as requested by eligible employees. When conflicts in requested vacation periods arise, the employee having the greater seniority shall be given preference. However, an employee who has requested and had scheduled vacation approved will not be displaced by a more senior employee within sixty (60) calendar days of the scheduled start of the approved vacation.

- a. Vacation may only be scheduled on the employee's regularly scheduled work days and only for the amount of hours regularly scheduled on that day to a maximum of eight (8) hours per day. Vacation may be taken in increments of **one-half (.5) hour**.
- b. Vacation period of eight hours or less must be requested a minimum of one (1) hour in advance and must be approved as outlined in 16.06 (c).
- c. Employees' requests for vacation leave must be approved by the Division Manager or his/her designee before such leave is taken. Employees, failing to secure such approval, who subsequently fail to report to work as scheduled, will be subject to appropriate disciplinary action for unexcused absence.
- d. The maximum allowable length of vacation will be the amount of the employee's unused vacation at the end of the payroll period immediately preceding the vacation period requested.

16.07 Once approved, an individual's vacation period may not be changed or amended without his/her consent except in case of extreme emergency or as provided in 16.06 above.

16.08 When a holiday, as defined in this Agreement, falls within an employee's vacation

period, such holiday hours shall not be charged as vacation hours.

16.09 Part-time employees will be paid for vacation after completing one (1) year of service on a pro-rata basis determined by the number of hours worked in the previous anniversary year as a percent of 2080 hours per year.

16.10 It is understood and agreed that employees transferring to the contract after the date of ratification of the Agreement shall retain their original date of hire with the Company for the purpose of accrual of vacation credits.

16.11 Paid days of vacation shall be considered as time worked for the purpose of computing pay for overtime.

16.12 For the purposes of establishing service as provided under 16.01, employees transferred from the bargaining unit who return to the bargaining unit shall receive service credit for such time outside the bargaining unit.

17.00 PAID PERSONAL TIME

17.01 Regular, full-time employees shall accrue nine-hundred twenty-three one-thousandths (0.923) hours of Paid Personal Time for each credited workweek up to a maximum of one hundred **sixty (160)** hours. Accrued Paid Personal Time is authorized for use after satisfactorily completing the employee's probationary period. A credited workweek is defined as a week in which an employee is paid, by The Company, wages for time worked, holiday pay, jury duty pay, military pay differential, Paid Personal Time or vacation pay.

- a. If an employee's military pay is greater than the employee's regular pay, such time off for training purposes, up to a maximum of ten (10) work days in a calendar year, shall count as a credited work week.

17.02 All Paid Personal Time hours shall be credited to the employee's account. Paid Personal Time may be utilized for sickness, medical appointment, or personal reasons **on a one-tenth (0.1) hour basis.**

- a. Paid Personal Time hours shall be paid at the employee's straight time effective hourly rate, as defined in Section 13.02. Such hours shall be considered as time worked for the purpose of computing overtime.

17.03 An employee who is prevented from reporting for work by reason of sickness or injury, shall promptly notify the Company of his/her inability to report for work, giving the reason for the absence and when the employee expects to return to work in accordance with the procedure as outlined by the Company. Whenever possible, such notice shall be prior to the start of the employee's shift, but no later than during the first hour of the shift if the employee is prevented from providing notice prior to the shift for a reason beyond the control of the employee. In a situation where the employee is delayed while en route to work because of illness, sickness, injury, or an accident, such notice shall be as soon as possible. Failure to provide such notice as referenced above shall be considered as a no report, and such time absent for that day shall not be paid as Paid Personal Time.

17.04 Requests to use accrued vacation for illness or injury may be approved provided all Paid Personal time has been exhausted and written medical verification of such illness or injury is attached to the request.

17.05 In cases where records indicate probable abuse of Paid Personal Time taken for illness or injury, the Company may require the employee to obtain a written medical verification of such illness or injury from a licensed physician prior to returning to work. Such medical verification will be required when the Company has given the employee prior written notice, with a copy to the Chief Steward, that the employee is considered to be an abuser of this article.

- a. For the purposes of this article, probable abuse by individuals shall be indicated by consistent absenteeism on a particular day or days of the week (i.e., consecutive Monday absenteeism) or consistent absenteeism following periods of overtime work.
- b. In cases where records indicate probable abuse of Paid Personal Time taken by groups of employees, as outlined in 17.05 (c.), the Company may consider such abuse as cause for disciplinary action.

- c. For the purpose of this article, probable abuse of Paid Personal Time by groups shall be indicated by an excessive number of employees being absent on a given day in a given work center or work centers resulting in a significant impact on production or flight schedules.

17.06 Employees who are laid off or who voluntarily terminate employment after submitting a two (2) week advanced written notice are eligible to receive pay for all accrued unused Paid Personal Time.

- a. Employees who are temporality laid off may at their discretion retain their accrued unused Paid Personal Time for a period of up to, but not to exceed thirty (30) days. At any time during the thirty (30) day period the employee may request in writing and be paid for his/her Paid Personal Time pay. At the expiration of the thirty (30) day period the employee will be paid for any Paid Personnel Time that was owed to the employee at the time of the layoff.

17.07 Bereavement Leave. Any employee will be granted time off with pay, at his/her effective rate, as defined in Section 13.02, to attend the funeral or memorial service of family members as follows:

- a. Four (4) consecutive workdays in the case of immediate family members defined as mother, father, or legal guardian, sister, brother, spouse, daughter, son, stepdaughter or stepson, grandchildren, or those of whom the employee has legal guardianship.
- b. Two (2) consecutive workdays in the case of other family members limited to grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-father, step-mother, step-sister, or step-brother.
- c. The Company shall grant up to five (5) additional workdays off without pay in the event of death of a member of the employee's immediate family as defined in 17.07 (a) at the employee's request or the employee may use vacation or Paid Personal Time for which they are eligible.
- d. Two (2) consecutive days without pay (vacation or PPT may be used by the employee) shall be granted by the Company in the event of death of an employee's son-in-law, daughter-in-law, aunt or uncle.

18.00 JURY DUTY / WITNESS PAY

18.01 When employees are required to serve on jury duty, or to report to a court in person in response to a jury duty summons, or to report for jury examination, they shall be granted pay for their regular work shift, less any fee or other compensation paid to them by the court for such service for the work day that they were required to report and/or serve. If a first shift employee is released from jury duty at a time such that there are four or more hours remaining in their regular work shift he/she shall be expected to notify his/her supervisor and report to work for the balance of the shift if so directed. If the employee is released from jury duty at a time more than six (6) hours before the start of his/her regular work shift, he/she is expected to report to work and no supplement pay will be made for that shift.

- a. Pay for such time lost shall be computed at the employee's straight-time effective hourly rate, as defined in Section 13.02. In no event shall payment be made for jury duty performed on the employee's regularly scheduled days off, holidays defined herein or for any hours in excess of eight (8) in any regular workdays or hours in excess of forty (40) in any workweek.
- b. To be eligible for payment of jury service pay, employees must notify their supervisor no later than the completion of their next regular work shift following receipt by them of such notice or summons. Further, they shall be ineligible to receive jury service pay until such time as they present to the Company a statement from an official of the court attesting to the date or dates and time of such jury service, and the fee or compensation paid to them therefore by the court, exclusive of transportation allowances.
- c. Any employee called for the above purpose(s) who is scheduled to work on the third (3rd) shift, shall not be required to work the night before he/she is to report and shall receive payment as outlined above.
- d. Paid days for jury service shall be considered as time worked for the purpose of computing pay for overtime.

18.02 Employees responding to a subpoena as a Company witness are considered to be on paid time.

19.00 ABSENCE FROM WORK

19.01 Employees shall not leave work prior to the completion of their scheduled hours without prior permission from their supervisor.

19.02 Employees shall not be absent from work without prior permission from their supervisor except in cases of illness, injury, or reasons beyond the control of the employee. Giving a false reason for an absence shall be cause for disciplinary action up to and including discharge.

19.03 It is the duty of every employee who, for any reason, will be absent from work on a scheduled workday, or who expects to report for work late, to notify the Company of the reasons therefore, in accordance with the procedures outlined by the Company. Such notice shall be at least thirty (30) minutes prior to the start of the shift.

19.04 Should an employee not have proper cause for failing to report for work, or failing to report on time, or for failing to report the reason therefore as provided herein, such failure shall be considered cause for disciplinary action.

20.00 LEAVES OF ABSENCE

20.01 Limited unpaid personal leaves of absence may be granted by the Company upon request of employees who have completed their probationary period. Such leaves shall be for not less than five (5) work days and not more than thirty (30) calendar days. Requests for unpaid personal leave of absence must be made in writing and must receive approval by the Company. Accrued vacation must be used before any leave will be approved. A maximum of two (2) extensions may be approved by the Company. However, if the employee does not return to work after the personal leave of absence, the employee shall be terminated.

- a. Vacation credits and paid personal leave credits are not earned while on a leave of absence under the provisions of this article.
- b. Health insurance may continue for a maximum of sixty (60) days provided the employee pays his/her portion of the premium at least ten (10) days prior to the next months insurance coverage.

20.02 Seniority shall continue to accumulate during the approved leave of absence. When an employee has been granted a leave of absence for a specified period of time, it will be the employee's responsibility to request an extension of such leave prior to expiration if additional time is required. All such extensions must have prior Company approval.

20.03 Leave of absence for legitimate personal health reasons supported by sufficient medical verification will be granted to an employee for a period not to exceed ninety (90) days and will be extended when supported by sufficient medical verification supplied by the employee from a licensed physician. Leaves of absence for personal health reasons will not exceed six (6) months. An employee will be laid off after exhausting twenty-six (26) weeks of Short Term Disability benefits. In the event the employee is released within twelve (12) months of the date of such layoff and the employee has notified the company, in writing, of their ability to return to work as outlined in 20.04 below, the employee will be returned to the classification he/she held at the time such leave was taken providing their classification has not been abolished. If not released to return to work within twelve (12) months after the date of the layoff, the employee shall be terminated, unless extended by mutual agreement of the Company and the Business Representative.

- a. Health Insurance will continue for employees who are on a leave of absence covered under Article 20.03 provided the employee pays his/her portion of the premium at least ten (10) days prior to the next month's insurance coverage.

20.04 An employee on leave of absence for personal health reasons may return to work prior to or at the expiration of such leave upon the full written release of a licensed physician provided the employee is able to perform his/her assigned duties safely. Should the Company question the employee's capability to perform the assigned duties safely, the Company may have the employee examined by another physician, prior to returning the employee to work. If the physician selected by the Company and the employee's physician disagree, then the employee shall be examined by a third mutually acceptable physician and that physician's decision shall decide the employee's capability. Any such additional examination costs shall be incurred by the Company.

- a. While on leave of absence for personal health reasons, the employee shall

notify the Company as to his/her potential of returning to work on a bi-weekly basis, except in those cases where the employee's physician has provided an expected date of return.

20.05 Leaves of absence without pay for Union business will be granted to Bargaining Unit employees not to exceed two (2) weeks, provided at least five (5) work days advance notice is given in writing to the Company. However, not more than two (2) employees may be on such leave at any one time and of the two (2) employees, no more than one (1) will be from the same work center.

20.06 Leaves of absence without pay in workers' compensation injury and legal occupational disease cases will be granted automatically for the full period of legal temporary disability, and seniority will accumulate for the full period of such leave. Employees on Worker's Compensation will continue to accrue vacation for a maximum of three (3) months.

a. While on leave of absence covered under Section 20.06, employees will keep the Company informed as to his/her expected return to work date or his/her potential of returning to work.

20.07 An employee who has completed his/her probationary period, who is called to and performs short term active duty of thirty (30) days or less, including active duty training as a member of the United States Armed Forces Reserves or National Guard, shall be paid the difference between the employee's military rate and the employee's straight time hourly rate of pay for a period of up to ten (10) scheduled working days per calendar year. The employee must present a copy of the employee's orders to the Company as soon as they are received by the employee. Upon return from active short term duty, the employee must present pay vouchers so that the calculation of the difference in pay may be computed. The employee will be given a leave of absence for, and will accumulate seniority during such period of service. Employees required to report for military training in excess of thirty (30) consecutive days or those called to active duty shall be reinstated in accordance with the Universal Military Training Service Act. The parties to this Agreement shall comply with current applicable state and federal legislation regarding military service.

20.08 When leaves of absence are granted, the employee, upon return to active employment, will be returned to his/her classification on a job the employee is qualified to perform based upon seniority.

20.09 When an employee fails to return to work at the expiration of the approved leave of absence, or accepts gainful employment during the leave of absence without the approval of the Company, the employee shall be disciplined up to and including discharge at the option of the Company.

20.10 Any member of the Union elected or appointed to a full time Union position shall, upon written request by the Union, be granted a leave of absence for Union activities for up to a four (4) year period. Employees on such leave shall retain and accrue seniority. Not more than two (2) employees shall be on such leave at any one time. If the employee's group insurance through the Company is to be continued, the Union or the employee shall be required to pay the full monthly insurance premium.

a. When the activities for which such leaves of absence are granted shall cease,

the Union shall immediately notify the Company in writing, and if application is made therefore within fifteen (15) days thereafter, such Union member will be given re-employment in a similar position, if same still exists, or a comparable position in accordance with his/her qualifications and seniority privileges, and applicable wage rate at the time of return to the active payroll.

20.11 Any member of the Bargaining Unit shall, upon written request, be granted a leave of absence to pursue and serve in a local, state or federal elective political office. Such leave of absence will be limited to a maximum of two (2) years. During such periods of unpaid leave, the employee shall retain but not accrue seniority.

20.12 The parties agree to be in compliance with the Family Medical Leave Act (FMLA) of 1993 as mandated by law, regardless of the number of employees within the bargaining unit.

- a. Seniority will accumulate during all paid FMLA leaves.
- b. No employee shall be required to utilize paid vacation for any FMLA absence for which the employee does not request to receive such pay.
- c. Employee(s) **may** use accrued Paid Personal Time before being placed on unpaid FMLA leave.

20.13 A Family Leave of Absence, without pay, of up to twelve (12) weeks during any twelve (12) month period may be granted for any of the following reasons:

1. The birth of a child;
2. The placement of a child with an employee for adoption or foster care;
3. To care for a spouse, child or parent who has a serious health condition;
4. Because of an employee's own serious health condition.

20.14 For purposes of calculation, the twelve (12) month period will begin on the first day of requested FMLA utilization without pay, and will be a rolling period.

20.15 Health insurance benefits will remain in effect during the family leave of absence for a period not to exceed twelve (12) weeks. Employees will be responsible for the share of the premium that they normally pay and the coverage can be cancelled by the Company if the employee fails to pay his or her share, while in an unpaid status only. Employees who return to work before the allotted twelve (12) weeks are exhausted will be entitled to their former position or to an equivalent position unless they otherwise would be ineligible to return to work.

20.16 The intent of this provision is to meet the requirements of the Family and Medical Leave Act, the requirements of which will govern its application. Family Leaves of absence in excess of twelve (12) weeks during the twelve (12) month period may be granted by the Company at its sole discretion. In such cases where the employee is in an unpaid status, the employee will be responsible for the cost of insurance premiums which must be paid in advance by the employee if they are to remain in force during the additional leave period. In the event, the FMLA is either repealed or diminished through legislative action, the provisions of this article will still be applicable.

20.17 To be eligible for a family and medical leave of absence, an employee must have

worked for the Company for twelve (12) months (continuous or non-continuous) and worked at least 1,250 hours during the previous twelve month period and must submit a request for FMLA in writing.

21.00 PROMOTIONS, TRANSFERS, AND TEMPORARY ASSIGNMENTS

21.01 TEMPORARY ASSIGNMENTS.

In order to provide maximum stability to ensure the even flow of operations, the security of all employees and minimize the possibility of layoffs, the Company may temporarily assign employees to other assignments on the contract.

- a. The Company will notify the Union Chief Steward in writing within three (3) business days when a temporary vacancy is filled and the reason for the temporary vacancy.
- b. Due to the nature of the contractual work to be performed, employees may be brought in from other locations to perform specific short-term assignments at COMBS NAS Pensacola and COMBS NAS Whiting Field as the need arises not to exceed forty-five (45) calendar days, so long as there are no employees in the classification on layoff who are qualified to perform the assignments. Such actions shall not cause the layoff of any employee within the classification in the bargaining unit who is qualified to perform the work. The Company will meet with the Union and inform them of the reasons such actions are necessary. If the Union disagrees, the issue may be submitted by the Union to the grievance and arbitration procedure, providing there are qualified employees in the classification on layoff.
- c. If the temporary assignment is made to fill the position of an employee who is unable to work due to illness or injury, the assignment will be for the entire length of time the ill or injured employee is absent from work, and will be filled in accordance with Section 21.04 below.
- d. In the case of all other temporary assignments, no employee will be assigned to the temporary assignment for more than forty-five (45) calendar days.
- e. If there are no qualified employees from the classification on layoff status, or qualified employees who have previously been displaced from the classification into a lower rated classification, temporary vacancies of not more than forty five (45) workdays may be filled at the Company's discretion under the provisions of Article 13.03, or 26.01, or by new hire. The forty-five (45) workday limit may be extended by mutual agreement of the parties on a non-precedent basis.
- f. Employees hired to fill a temporary vacancy who attain seniority will be allowed to sign job postings for job vacancies.
- g. Seniority employees transferred to fill a temporary vacancy under Article 21.03, or Article 21.04 shall be returned to the classification, shift/site they were in, prior to the transfer, after completion of the assignment.
- h. Should a temporary vacancy, as described in this section, become permanent, it shall be filled in accordance with Article 21.03.a.

21.02 NEW AND REVISED JOB CLASSIFICATIONS

- a. The Company shall notify the Union of its intent to create a new job within the bargaining unit, which is not now covered under this Agreement, or to revise the job duties of an existing classification within the bargaining unit. Provided operational requirements permit, such notice shall be given to the Union in advance of the implementation of such new job or revised job classification. The job classifications and job descriptions shall be those contained in this Agreement and will remain in effect for the life of this Agreement, except as outlined in this Article.
- b. The wage rate for such new or revised job classifications shall be established by the Company. The Union may question the wage rate established, or the wording of the new or revised job description through the grievance and arbitration procedures, if the Union feels the wage rate is inappropriate or the job description does not describe the classification. The arbitrator shall have the authority to adjust the wage rate or the wording of the new or revised job description. The Union will have thirty (30) calendar days from the date of written notification in which to take exception to the wage rate and job description. If the Union has not advised the Company, in writing, within thirty (30) calendar days that it does not agree, then the job classification, job description and wage rate shall become a part of the existing Agreement.
- c. In the event the Company creates a new classification or additional positions within an existing classification under the provisions of this Agreement, the Company will post the new Job Classification. Bargaining Unit employees may sign the posting within five (5) workdays of the posting to be considered for the new position.

21.03 FILLING JOB VACANCIES

- a. Replacement of employees who have terminated employment or who have been promoted, or the filling of newly created job classifications will be accomplished as follows:
 1. When it is determined by the Company that a vacancy in a job classification covered by this Agreement exists, and that such vacancy shall be filled, and there are no qualified employees who are eligible for recall as provided by Article 22.03 as a result of a reduction in forces, the vacancy shall be posted for a period of at least five work days. Employees who are interested in accepting the position may sign the posting. The job will be awarded to the most senior qualified employee.
 2. Employees are required to keep their personnel files up to date and may be required to provide documentation of their experience and education.
 3. An employee that has changed classifications due to a promotion shall not be considered for any vacancy until that employee has been in their current classification for a period of six (6) months or more, unless mutually agreed to by the parties on a non-precedent basis.
 4. An employee may apply for a lower rated classification after completing six (6)

months in their current classification and only with the mutual agreement of the Company and the Union.

5. After satisfying 21.03.a.1 above, an employee may move laterally to a vacancy in accordance with this article a maximum of once every twelve (12) months.

6. The above 21.03 a. shall not apply to an employee who has been placed into their current classification due to the provisions of Article 22.01.

7. The Chief Steward shall be provided copies of all employee signed postings with annotation of those determined to be qualified and eligible for the vacancy, and those that are determined to be ineligible or not qualified for the vacancy.

8. If no qualified employees apply for the position, the vacancy may be filled at the Company's discretion by offering the vacant position to the senior qualified employee in the work center and/or organization where the vacancy exists, or under the provisions of Article 26.01 or by new hire.

9. If the senior applicant is determined not to be qualified to satisfactorily carry out the duties and responsibilities of a classification for which he has applied, the Company will notify the employee and the Chief Steward of the reasons for such disqualification. The determination made by the Company shall be reviewable through the grievance procedure.

10. The Company reserves the right to cancel any vacancy prior to the awarded employee assuming the duties thereof.

11. When an employee is awarded a transfer/promotion under the provisions of this Article and such employee fails to satisfactorily perform the duties of that job within a period of up to thirty (30) workdays after assuming the position, the employee will be returned to the position he/she last held prior to the award of such transfer/promotion provided the classification has not been abolished. The thirty (30) workday time limit may be extended by mutual written agreement of the parties. In the event the employee's previous classification has been abolished, he/she may exercise his/her bumping rights as defined in Article 22.00. An employee so returned shall be given a notice of failure(s) in the performance of the job duties, as evaluated by the supervisor, and shall be subject to the grievance procedure. An employee so returned shall not be given consideration for future vacancies in the same classification from which they returned for a period of six (6) months, at which time they must present evidence of additional qualifications to be considered for future vacancies in that same classification.

a. Those employees that have filled in behind the above referenced returned employee will be returned to the last position they held. Those employees that have been displaced due to no fault of their own will be given recall rights to the classification from which they were displaced. Upon recall, if such employee fails to satisfactorily perform the duties of the job within a period of up to thirty (30) workdays after assuming the position, the employee will be returned to the position last held prior to the recall.

12. An employee awarded a job vacancy shall be reclassified to the job classification as of the first day of work on the job, except as provided in Article 26.01.

13. Nothing in this Agreement shall be construed to prevent an employee from performing work which is below his/her classification when required to do so by the Company provided the employee is qualified to perform the work assigned. Such an employee shall not suffer a reduction in pay.

a. All employees required to work in a lower classification will be offered the work in accordance with Article 21.04.

b. Revised job classifications will be filled by the incumbent employee(s), unless the parties mutually agree otherwise on a non-precedent setting basis.

14. The Company agrees during the term of this Agreement it will not introduce the use of any written test as an aid in determining the ability and/or qualifications of employees for advancement without first reviewing and discussing such tests with the Union.

21.04 TRANSFER ASSIGNMENTS, TEMPORARY ASSIGNMENTS AND ASSIGNMENTS TO A LOWER CLASSIFICATION.

- a. When it is determined by the Company that (a) one (1) or more employees of a classification are to be transferred from one overtime group to another, or (b) a temporary position exists, or (c) an assignment must be made to a lower classification (except during a layoff), such transfer or assignment will be offered to the senior employee(s) volunteering from within the classification(s) in the overtime group affected. In the event that an insufficient number of the employees volunteer to be transferred, the least senior qualified employee(s) within the classification(s) in the affected overtime group shall be transferred.
- b. In the event the transfer(s) or assignments involved are from one site to another, the transfer/assignment will be offered to the senior employee(s) who volunteer from within the classification(s) at the affected site. In the event that an insufficient number of the employees want to be transferred, the least senior qualified employee(s) within the classification(s) at the affected site shall be transferred.

22.00 LAYOFF RECALL / REDUCED WORKLOAD

22.01 In the event of layoff:

- a. Employees in their probationary period, as defined in this Agreement, in the job classification affected shall be laid off first, on the condition that the remaining employees are qualified to perform the work.
- b. Thereafter, seniority employees in the affected classification having the least seniority will be laid off. Employees so laid off from the classification may bump the least senior employee(s) in equivalent or lower rated classifications, provided they are qualified to perform the duties of the classification.
- c. An employee who has taken layoff rather than exercise seniority to displace an employee in a lower rated classification, shall not be permitted to exercise recall and/or seniority rights to displace another employee who remained at work after such employee had elected layoff.
- d. At least five (5) working days prior notification will be given to affected seniority employees being placed on layoff. This notification shall apply only if the Company has had such prior notification and shall not apply where such reduction in force and lack of notification is beyond the control of the Company.

22.02 When it is necessary to effect a cancellation of operations for reasons beyond the control of the Company for a temporary period up to and including five (5) work days within a thirty (30) day period, employees in the classifications affected shall be temporarily laid off in accordance with their seniority. The employees affected shall have the option to use Paid Personal Time, vacation or take time off without pay.

22.03 For the purpose of recall, recall will be offered by seniority to qualified employees who have been laid off or displaced from the following:

- a. The classification being recalled, or
- b. A classification equally rated to the classification being recalled, or
- c. A classification rated higher than the classification being recalled, prior to complying with Articles 21.01 and 21.03, provided they are qualified to and can satisfactorily perform the duties of the job without additional training in the classification, which is being recalled. An employee will not be offered recall if such employee is currently assigned to a higher rated classification to which a recall of employees has been initiated.

22.04 Notification of openings for reemployment shall be given by the Company by registered or certified return receipt mail to the last recorded mailing address furnished by the employee. Such notifications will also inform the employee of his/her option to reject or accept the recall if the position is not the highest classification that the individual has been displaced or laid off from. A copy of such notice shall also be sent to the Union. In order to preserve his/her recall rights, the employee must notify the Company of his/her intent to return or not to return to work within forty-eight (48) hours of receipt and must report to work within fourteen (14) calendar days after receipt if accepting recall.

- a. If the employee rejects recall, the next employee that has been displaced or laid off may be recalled.
- b. If the employee does not respond or rejects recall to the highest classification the individual has been displaced or laid off from as required by this article, the next employee may be recalled and the notified employee will be terminated. If no qualified employee remains, the position will be filled under the provisions of 21.01.e. If still no qualified employee remains, the position will be filled under the provision of 21.03.a.8.

22.05 Failure of the employee to keep the Company advised in writing of his/her current correct address shall relieve the Company of the obligations of this article.

22.06 Should an employee fail a medical examination required for a particular job, and as a result thereof, is unable to perform the duties of his/her job classification, the employee will be offered assignment to perform other work which he/she has the qualifications and seniority to perform or be laid off in accordance with article 22.00 due to lack of work. In the event the employee elects such reassignment, he/she will assume the rate of the new job classification.

22.07 Any employee who reports for work on his/her regular shift and there is no work available shall receive a minimum of four (4) hours pay at his/her straight time hourly rate.

- a. If possible, the Company will make an attempt to notify an employee prior to the employee reporting to work if there is not any work available.
- b. The Company will maintain an up-to-date Employee Telephone List in each work center and/or department to ensure that employees will be contacted for the purpose of recall, notification of extra work and/or overtime, or lack of work.
- c. It is the employee's responsibility to notify the Company of any change in his/her telephone number.

22.08 In the event the Company requires a temporary shutdown or reduction in the scope of its operations, it will allow eligible employees to take vested vacation, Paid Personal Time or leave without pay during such periods at the option of the employee. Employees who are not eligible for vacation benefits or Paid Personal Time benefits will be considered on non-paid leave during such periods.

22.09 Should conditions occur beyond the control of the Company to cause a reduction in work available on an employee's shift, in his work center and classification, the Company may assign the affected employees other work or allow them to take time off. The employees affected shall have the option to use paid personal time, vacation time, or take time off without pay. Under this specific condition only, vacation or paid personal time may be approved for less than one hour. Vacation or paid personal time may be used to give an employee the pay equivalent to a normal workday.

23.00 DISCHARGE AND DISCIPLINE

23.01 It is understood and agreed the Company may only discipline or discharge any employee covered hereby for just cause. Should an employee feel such action improper and in violation of the employee's rights under this Agreement, the employee shall be extended all the rights and privileges accorded by the grievance and arbitration procedures contained herein, provided the employee has completed the probationary period defined in the seniority article of this Agreement.

- a. A letter of warning, reprimand, suspension or discharge shall be removed from the employee's file and shall no longer have any future effect if it has been found through the grievance and/or arbitration procedure to have been unjustifiably issued.
- b. A letter of warning or reprimand shall be removed from the employee's file after a period of twelve (12) months from the date of issue.
- c. A letter of suspension shall be removed from the employee's file after a period of eighteen (18) months from the date of issue.
- d. The Company has the right to establish reasonable work rules and regulations, not in conflict with the terms of this Agreement, with such additions and revisions thereto, as are made by the Company.
- e. **The company will meet with the Union** prior to implementation of any new or revised rules and regulations. The extent of any penalty levied against an employee for an alleged violation of the rules and regulations is subject to the grievance procedure.
- f. It is understood and agreed that any disciplinary action issued to an employee by the Company shall be issued within ten (10) calendar days following knowledge by the Company of the occurrence of the alleged violations. The above specified time limit may be extended by mutual written agreement of the parties.
- g. Letters of reprimand and suspension once removed from an employees file shall not have any future affect on discipline.

23.02 Any employee who defaces, adds to or writes over any general notices or bulletin, or posts unofficial bulletins or any notices that are vulgar or offensive may be subject to disciplinary action.

23.03 Failure to follow established safety procedures; to utilize required or provided safety equipment or protective clothing; or to commit unsafe acts may be subject to disciplinary action.

23.04 In all cases of discharge, suspensions, or where written warning or reprimand notices are given to employees of the bargaining unit, the Chief Steward will receive a copy of said notices within three (3) business days. In all cases where an employee is being discharged, suspended, or will be receiving a written warning notice or written reprimand, the employee shall be advised of his/her right to Union representation and may request the presence of his/her Union Steward, or in the case of suspension or discharge, the Chief Steward. Such requests will be honored by the Company. In cases involving suspension or

discharge, the employee shall be provided a reasonable amount of time to discuss the matter with his/her Steward, or the Chief Steward, prior to leaving the premises, except in cases where a Steward or the Chief Steward is not available at the site, or the continued presence of the employee is disruptive.

23.05 In cases of layoff, dismissal, or suspension, the employee and the Chief Steward shall be given a copy of the notice, as applicable if the employee is available to be presented with such copy. If the employee is not available, a copy of the notice will be sent to the employee by certified or registered mail to the employee's last known address and a copy shall be given to the Chief Steward. The employee shall have the right to appeal the action shown on the notice, provided the employee files a written grievance with the Company in accordance with the grievance procedure of this Agreement. In all cases where disciplinary action is given to an employee when the employee is not present or is unavailable, the Chief Steward shall be able to file a grievance on behalf of the employee, provided the employee signs the grievance prior to the start of the Step III meeting.

24.00 GRIEVANCES

24.01 It is the intent of the parties to this Agreement that the procedure provided herein for the settlement of grievances shall serve as a means for the settlement of all disputes that may arise out of or regarding the interpretation and application of this Agreement. The term "grievance" as used in this Agreement means any dispute arising out of or regarding the interpretation, application, claim of breach or violation of a specific and designated article and section of this Agreement and any Company policy in conflict with this Agreement. Grievances settled or withdrawn at Step 1 or Step 2 of the grievance procedure shall not set a precedent, unless specifically stated in writing. Failure to move a grievance from one step of the grievance process to another shall not set a precedent and shall not establish a practice unless mutually agreed

24.02 Nothing in this Agreement shall prevent an employee from discussing any problem with his/her supervisor, or other Company official, but there shall be no formal grievance until it has been presented as provided in Step One below, with the Steward. The Union agrees that neither the Steward nor other Union official shall solicit grievances.

24.03 Grievance Procedure

a. STEP ONE

Any grieved employee, with the employee's Steward present, shall present the employee's grievance verbally to the supervisor involved within ten (10) workdays following the date the grievant or the Union was aware of the condition or occurrence upon which the grievance is based. An employee having a grievance will be given a reasonable amount of time, during working hours to take the grievance up with the employee's Steward without loss of pay. The supervisor, to whom the grievance was presented verbally, shall respond within two (2) workdays following the meeting with the employee and the Steward on the grievance.

b. STEP TWO

If a satisfactory resolution cannot be reached as provided under Step 1, the grievance shall then be reduced to writing on a form furnished by the Union and presented to the Department Manager within three (3) workdays following receipt of the answer of the supervisor referenced in Step 1, or if the supervisor referenced in Step 1 does not respond to the grievance within the two (2) workdays referenced above.

The Department manager will provide a written answer to the Steward within five (5) workdays after receipt of the written grievance. During the five (5) workday period in which the Department Manager has to submit the written answer. Either party shall have the right to request a meeting to further discuss the details involved in the grievance, attempting to arrive at a mutually satisfactory resolution. The grievant, Steward, and the persons as designated by the Company, shall attend this meeting. Such meeting shall be held during working hours, and no loss of pay shall be incurred.

c. STEP THREE

If a satisfactory resolution cannot be reached as provided under Step 2, the Union

Chief Steward, or his designee, may submit the grievance to the Site Manager within five (5) workdays following the receipt of the answer referenced in Step 2. If an answer has not been received under Step 2 within five (5) workdays following the meeting, the Union Chief Steward may submit the grievance to the Site Manager.

A meeting shall be scheduled by the Site Manager or designee to discuss the grievance within five (5) workdays following submission of the grievance by the Chief Steward. The Site Manager shall submit a written answer to the Chief Steward within five (5) workdays after the meeting is held. The grievant may also be requested to attend such meeting if it is felt necessary by the Company or the Union. Such meeting will be held during working hours and no loss of pay shall be incurred. The Site Manager and a representative of the IAMAW may also be present if requested by the Chief Steward, or the Chief Steward's designee, or by the Company. The parties shall have the authority to resolve the grievance or appeal it to arbitration, providing such appeal to arbitration is submitted to the Company by rejection of the answer as provided under Step 3 within ten (10) workdays following receipt of this answer.

1. When mutually agreed upon by the Company and the Union the Grievance Committee (consisting of the Chief Steward and one (1) Grievance Committee member, the Steward involved and the grieved employee) shall be present at the Step 3 proceedings of the grievance procedure and/or meetings concerning special situations. Such meetings will be held during working hours and no loss of pay shall be incurred by the Committee.

24.04 It is understood and agreed that any of the steps of the grievance procedure may be waived and/or any of the time limits extended by mutual written agreement of the parties.

24.05 In cases involving discipline which involves suspension or discharge, Section 24.00 (a), Step 1, and Section 24.00 (b), Step 2, will be waived upon request by the Chief Steward or his designee, upon his absence, and the matter taken up within two (2) workdays of the action with the Site Manager.

24.06 It is understood that the Chief Steward may file grievances on behalf of the Union's interests under this Agreement. Therefore, if a grievance pertains to the Company's interpretation of the intent and purpose in the application of a specific article and section of this Agreement, the grievance may be filed by the Chief Steward on behalf of the Union and initiated at Step 3 of the grievance procedure. Further, if a grievance relates to policy and affects numerous employees, the grievance shall be consolidated and filed by the Chief Steward in behalf of a group of employees and initiated at Step 3 of the grievance procedure. Otherwise, grievances shall be filed and signed by the employee involved or affected.

24.07 The Union's Business Representative and the Company's Manager of Labor Relations or designee shall meet and discuss and attempt to resolve any grievance that is not resolved per Step 3 of this grievance procedure and appealed to arbitration by either party.

25.00 ARBITRATION

25.01 There shall be no grievances presented to arbitration until all steps of the grievance procedure have been utilized, except as provided in Sections 24.04, 24.05 and 24.06 of the Grievance Procedure. All such grievances shall be considered as settled on the basis of the last Company answer and not subject to arbitration unless either party (Union or Company) first serves written notice of intention to arbitrate upon the other party within ten (10) workdays after receipt of the Company answer at the final step of the grievance procedure.

25.02 If, within ten (10) workdays from the time of such notice given as provided in Section 25.01 of the Article, the parties cannot agree on a settlement or an adjustment of the dispute, then the party filing the grievance shall request the Federal Mediation and Conciliation Service (FMCS) to submit a list of seven (7) names from which the arbitrator shall be chosen within ten (10) workdays after receipt of such list. The specified time limit may be extended by mutual written agreement of the parties. The names contained on the list shall be stricken in turn until one (1) name remains, and that person shall become the arbitrator. Both parties may agree to sign the FMCS panel request form for NAA certified arbitrators and shall divide equally the cost of submitting a request for arbitration to the FMCS.

- a. The party striking first shall alternate from panel to panel. Either party may reject one (1) panel. Upon such rejection, an additional panel shall be requested in writing from the FMCS by the party rejecting such panel with a copy of such request to the other party and both parties signing such form so that a NAA certified arbitrator list is supplied.

25.03 Both parties agree that they will continue to make every effort to attempt to resolve any issue before them during the period of time before it is actually heard by the arbitrator.

25.04 The arbitrator shall not have the jurisdiction or power to add to, subtract from, modify, alter or change any of the terms of this Agreement or any other terms made supplemental hereto, or arbitrate any new provision into this Agreement. The arbitrator's authority is to interpret and apply provisions of this Agreement. The arbitrator shall be bound entirely by the records presented in the form of evidence and argument.

25.05 In no event shall the Company be penalized or in any way liable for any monetary award or grievance settlement prior to thirty (30) days preceding the date of the filing of the grievance. Any monetary award shall be limited to the actual loss incurred by the grievant, less such other compensation, including wages, commissions, workers' compensation and unemployment compensation, as the grievant may have received or which may be due to the grievant for the designated award period.

25.06 The parties will jointly submit a signed statement setting forth the issue or issues to be decided by the Arbitrator, the specific contract violations and the remedy sought. The issue or issues shall be the sole matter to be decided by the Arbitrator. Should the parties fail to agree upon the issue, each party may submit a separate statement of issues it considers in dispute and the Arbitrator shall determine at or before the hearing the issue or issues to be arbitrated.

25.07 The parties reserve the right to file post-hearing briefs within thirty (30) days of the arbitration or as determined by the arbitrator if a longer period is requested by either party.

The arbitrator shall render his/her decision within thirty (30) days of receipt of the briefs or the close of the proceedings if the parties waive the right to file post-hearing briefs. Each party shall serve one copy of their respective briefs to the arbitrator, mailed by the date established by the arbitrator, with one copy of their respective brief mailed on the same day to the opposing party. The arbitrator's decision or award shall be in writing and should reveal the reasoning and grounds on which it is based. The award shall be delivered or mailed to each party.

25.08 The decision of the arbitrator, within the purview of the arbitrator's authority, shall be final and binding on all parties.

25.09 The parties agree that either party may be represented at arbitration hearings as they may choose and designate. Evidence may be presented either orally or in writing or both.

25.10 Each of the parties will assume the expenses of presenting its case including the compensation and other expenses of witnesses called or summoned by it.

25.11 All fees and expenses of the arbitrator shall be paid equally by both parties.

- a. In cases of cancellation that do not involve a compromised settlement by the parties, the party requesting cancellation shall pay all fees or costs of the arbitrator for such cancellation. In cases where the cancellation is a result of a compromise settlement by the parties, fees or costs of the arbitrator for the cancellation shall be shared equally by the parties.

26.00 TRAINING

26.01 As determined by the Company, bargaining unit employees may be transferred to other assignments within the bargaining unit for the purpose of direct training of employees in the processes within the supply system and/or equipment involved. All completed training will be documented.

- a. Senior employees within a classification will be offered training in accordance with the Company's needs.
- b. If an employee is transferred by the Company for direct training purposes to a job paying a higher rate, the employee will continue to receive the pay rate being paid the employee prior to the date of the assignment, until determined qualified by the Company.
- c. The Company will determine the need and the number of employees to be so trained and will arrange such direct training as appropriate.

26.02 In the event of a reduced workload in a work center and/or classification, the company may at its option arrange direct training of affected employees in other work centers and/or classifications. Such direct training will be offered by seniority.

27.00 SAFETY / SAFETY EQUIPMENT

27.01 It is the intention of the Company to maintain safe and healthful conditions as is necessary to protect employees from injury. It is the desire of the Parties to this Agreement to maintain high standards of safety in the operations of the Company in order to eliminate, as far as possible, industrial accidents and illnesses.

27.02 The Company shall make available foul weather gear to those employees who are required to perform work outdoors. The type of foul weather gear provided will be as follows:

- a. Rain coats and pants will be made available to employees required to perform outdoors when needed.
- b. The Company will provide the following personal protective equipment: safety glasses, goggles, face shields, hearing protection devices, hard hats, chemical resistant gloves, and disposable protective clothing. These devices must bear an acceptable label of approval, either embossed or attached, stating that they meet OSHA or American National Standards Institute (ANSI) requirements.
- c. Should any additional safety equipment or protective clothing be required by the Company or the Government after ratification of this Agreement the Company will provide same.

27.03 Safety shoes will be replaced once per fiscal year. Employees will be reimbursed up to ninety dollars (\$90.00) of cost of replacement safety shoes for the duration of the contract.

28.00 UNIFORMS

28.01 Employees will be required to wear the uniforms designated by the Company. The cost of such required uniforms shall be incurred by the Company.

28.02 Any cost incurred due to an employee's decision to change the material, cut, add an approved Union shirt sleeve patch, or to obtain additional uniforms above what is furnished in 28.03 below, will be the sole responsibility of the incurring employee.

28.03 The Company will provide the employee his/her choice of the following that will equal five sets of uniforms at hire and there after replacements as needed:

- a. Uniform pants,
- b. Uniform t-shirts, with or without a pocket, per the employee's request,
- c. Uniform shirts,
- d. Uniform coveralls (1 set of coveralls equals 1 shirt + 1 pant).

28.04 The Company will provide one (1) jacket with choice of light or with winter liner for employees. New hires and employees transferred will be eligible for one (1) jacket with liner, thirty work days after entering bargaining unit. Jacket will be replaced as needed due to wear.

28.05 Employees may wear an approved IAM patch, not significantly larger than the L-3 Vertex patch, on the right shoulder, or right breast of the uniform shirt. The Company supplied L-3 Vertex patch and the American flag patch must also be worn.

29.00 BULLETIN BOARDS / DISTRIBUTION

29.01 There shall be no distribution or posting by the Union or by employees of political materials in support of or against any candidate or issue, or other notices, literature or advertisements without prior approval of the Business Administration Manager other than herein provided.

29.02 The Company agrees to provide space for two (2) Union owned bulletin boards for the exclusive use of the Union at appropriate places in the work site for the purpose of posting legitimate Union notices. Legitimate Union notices are defined as:

- a. Notices of meetings.
- b. Notices of official Union elections and results.
- c. Notices of official Union appointments.
- d. Official notice of Union recreational and social events.
- e. Official correspondence between the Union and the employees.
- f. Other notices which are specifically approved in writing by the Site Manager.

29.03 The mutually agreed places for the Union Bulletin Boards are as follows:

- a. NAS Pensacola Tool Room
- b. Supply Building (Whiting Field)

29.04 The Company will attempt to provide alternate space for the Union Bulletin Board(s) in the event space can not be provided in the agreed place(s) due to circumstances beyond the control of the Company. The alternate location(s) must also be mutually agreed upon by the parties.

29.05 Courier service of Union memos, for Union communications, as defined in Article 29.02, will be allowed when Logistics Driver(s) make deliveries between NAS Whiting Field and NAS Pensacola.

30.00 PAYCHECKS

30.01 The Company agrees that employees will receive their paycheck no later than one (1) hour before the employee's designated quitting time on the Friday of the calendar week immediately following the close of the pay period, if the employee is on direct deposit.

30.02 Employees working on the second and third shift will receive their paycheck no later than one (1) hour before the employee's designated quitting time on the shift that begins on Thursday immediately preceding the Friday on which the pay is due.

30.03 Employees who are not working on the above days may make prior arrangements with the supervisor in the work center to pick up their check.

30.04 If a paycheck is delayed by circumstances beyond the Company's control, paychecks will be made available at the earliest possible date.

31.00 GROUP INSURANCE

The insurance plan applies to full-time employees covered hereby which provides benefits as specified below:

31.01 Group Benefits for Employees on Active Payroll

The Company will provide access to medical, dental and vision coverage for eligible employees and for covered dependents of eligible full time employees as outlined in the Summary Plan Descriptions (SPDs). The Company will offer basic group life, accidental death and dismemberment, weekly disability benefits and voluntary supplemental life insurance for eligible employees as provided for below. All benefits coverage will be provided the **first day of hire and will end the last day of work.**

31.02 Life and Accidental Death and Dismemberment (AD&D) Insurance

The Company will provide basic term life insurance at \$20,000.00 per employee and basic AD&D insurance at \$20,000.00 per employee.

In addition to the Company provided life insurance and AD&D insurance, the Company will make available a plan, for employees to purchase at group term rates, optional employee supplemental life (OSLI), AD&D and dependent life insurance. Employees may choose to elect this coverage annually during open enrollment. Required contributions for this coverage will be provided to employees during the open enrollment period.

31.03 Short Term Disability Insurance

The Company will provide employees with Short Term Disability insurance (STD), as defined in the Summary Plan Description, which covers 75% of weekly earnings, to a maximum of \$750.00 per week. STD payments will begin on the eighth calendar day of an injury or illness, and will continue up to a maximum of 26 weeks.

31.04 Long Term Disability Insurance

The Company will make available a plan under which employees may purchase long term disability insurance (LTD) to cover 60% of their base pay (up to \$3,000.00 per month), in the event of a lengthy disability. Pre-existing conditions are subject to a one-year wait period. Employees may choose to elect this coverage annually during open enrollment. Employees will be provided the cost of such coverage during the open enrollment period.

31.05 Company Provided Medical Coverage

The Company will, during the life of this Agreement, maintain and contribute to the cost of healthcare insurance for bargaining unit employees who elect coverage. Healthcare insurance is defined as medical, prescription, vision and dental plans offered by the Company. The medical plan shall be offered as outlined in the Summary Plan Descriptions (SPDs). In addition, the Company will provide

employees with a dental plan and a vision plan as outlined in the applicable

Summary Plan Descriptions. The Company will notify the Union's Representative of the annual premiums for each plan designated in this article at least thirty (30) days prior to the effective date of change.

For the purpose of this Agreement, the full time bargaining unit employee's bi-weekly contribution for healthcare insurance with Aetna will be up to twenty percent (20%) of the increase in monthly premiums, **with a \$15 per bi-weekly cap each year** based on the payments established on **January 1, 2011**, below:

	1/1/2010	1/1/2011	1/1/2012	1/1/2013
Employee	\$55.75	\$55.75	20% of increase with \$15 bi-weekly cap	20% of increase with \$15 bi-weekly cap
Employee + 1 Dependent	\$99.69	\$99.69	20% of increase with \$15 bi-weekly cap	20% of increase with \$15 bi-weekly cap
Family	\$129.60	\$129.60	20% of increase with \$15 bi-weekly cap	20% of increase with \$15 bi-weekly cap

In the event there is a change in plan design for those benefits included in Article 31, those changes will be incorporated into the plan. The employee's medical premium will not be increased except as outlined in section 31.05.

Fringe Benefit Rate: The fringe benefit rate is defined as the minimum Employer Contributions towards providing Group Health Insurance, Life Insurance, Accidental Death and Dismemberment Insurance, Short Term Disability Insurance, Personal Paid Time, Military Duty Pay, Jury Duty Pay, Bereavement Leave Pay, and Retirement Benefit Plan(s). The costing of such fringe benefits is an average rate per hour computed on the basis of total hours paid less overtime (2080 man-hours per year) by service CBA employees employed on this contract.

Effective Dates:	Current	1/01/2011	1/01/2012	1/01/2013
Effective Rates:	\$6.50	\$5.82	\$6.55	\$7.37

These projected average rates are based on 2080 hours per year, per service CBA employees employed on this contract and enrolled in the Benefits Program.

Should the Company's actual annual cost per hour be less than the amount listed above in a calendar year, the Company will contribute a sum equal to the difference into the Company's 401(k) account for each employee on the payroll at year-end, pro-rated to each employee based on the hours paid the previous year. The Company will notify the Union of annual results of fringe benefit costs.

31.06 Details and Method of Coverage

The Group Benefits summarized in this Article shall be procured by the Company under contracts and/or administration agreements with insurance companies or health care contractors which will be in the form customarily written by such carriers and administrative agents, and the Group Benefits outlined shall be subject to the terms and conditions of such contracts and/or administrative agreements, consistent with the summary contained in such plan's Summary Plan Description (SPD).

If the Company retains a qualified full insurance plan, rather than a self-insured plan, the failure of an insurance company or health care contractor to provide for any of the services or benefits for which it has contracted shall result in no liability to the Company, nor shall such failure be considered a breach by the Company of the obligations which it has undertaken by the Agreement. However, in the event of such failure, the Company shall immediately attempt to provide comparable benefits coverage. The failure of the Company to provide comparable benefit coverage will be subject to the grievance and arbitration procedures of this Collective Bargaining Agreement.

31.07 Administration

Group Benefits, as defined in this Article, shall be administered by the insurance companies, health care contractors or administrative agents with whom the Company enters into contractual relationships for the purpose of providing and/or administering the coverage contemplated by this Article and no question or issue arising under the administration of such Group Benefits or the contracts and/or administrative agreements identified therewith shall be subject to the grievance procedure or arbitration provisions of Article 24.00 of this Agreement.

The Group Benefits outlined above are intended to provide an easy-to-understand benefits summary. A complete description regarding the terms of coverage, exclusions and limitations including legislated benefits, will be provided in the Summary Plan Descriptions (SPDs). If any conflict arises between the outline and the official plan documents, the official plan documents will always govern.

31.08 Copies of Policies to be Furnished to the Union

Copies of all relevant Plan Documents and Summary Plan Descriptions (SPDs) executed pursuant to this Article, Group Insurance, shall be furnished to the credentialed Union Representative. The coverage and benefits indicated in such plan documents outline, the rights of eligible employees in respect to such coverage, and the settlement if all claims arising out of such coverage shall be in accordance with the provisions, terms and rules set forth in such documents.

31.09 Federal or State Programs

If during the term of this Agreement, there is mandated by the federal or state government a program that affords to employees covered by this Agreement similar benefits (such as but not limited to medical and dental benefits) to those that are afforded by this Agreement, benefits afforded by this Agreement shall be replaced by such Federal or State program. The Company will comply with the provisions for the furnishing of such program to the extent required by law. No question or issue regarding the level of benefits under the State or Federal program will be subject to the grievance and arbitration procedure of Article 24.00, unless such program diminishes the level of benefits as defined by the current Summary Plan Documents (SPDs), as agreed at the time of ratification or the employee's contributions for such plans exceeds the negotiated contributions of this agreement.

32.00 RETIREMENT PLAN

32.01 The Company will continue to provide full time employees covered by this agreement an I.R.S. approved 401 (k) savings plan. The employee is immediately vested with all his/her contributions.

32.02 The employee may contribute up to the maximum allowed by **The Corporate Master Savings Plan** of his/her gross earnings, to include overtime, into the 401(k) plan and take advantage of the associated income tax deferment.

32.03 The employee(s) will not be required to pay any administrative fees for this plan.

33.00 OFF SITE TEMPORARY ASSIGNMENT

33.01 Bargaining Unit employees on temporary detachment assignments performing Bargaining Unit work retain their rights under the Collective Bargaining Agreement as if working at COMBS, NAS Pensacola or COMBS, NAS Whiting Field.

33.02 Employees of the Bargaining Unit may be temporarily assigned to off-site work not associated with the Bargaining Unit. The following provisions will apply to such assignments:

- a. Employees on such assignments shall retain their rights provided by the Collective Bargaining Agreement as if working at COMBS, NAS Pensacola and COMBS, NAS Whiting Field.
- b. Such off-site assignment may be offered to the employee(s) who volunteer from within the classification(s) the Company determines necessary to perform the work.
- c. Such assignments shall not exceed sixty (60) calendar days, unless extended by mutual agreement of the parties.
- d. Such assignments shall not be to a management and/or supervisory position.

34.00 GENERAL

34.01 Employees covered by this Agreement shall be governed by all Company rules, regulations, and orders which are not in conflict with the terms and conditions of this Agreement.

34.02 Should any provision or provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted legislation or regulation or by reason of any decree of a court of competent jurisdiction, such invalidation of such part or parts of this Agreement shall not invalidate the remaining portions hereof and the said remaining portions shall remain in full force and effect.

34.03 There shall be no discrimination by the Company or the Union against any employee because of race, sex, creed, color, national origin, age, handicap, veteran status or other status protected by applicable federal, state or local laws or regulations.

- a. There shall be no discrimination by the Company or the Union against any employee because of membership or non-membership in the Union. There shall be no interference, restraint, or coercion by the Company of any employee in the exercise of the employee's lawful activities on behalf of the Union, so long as such activities are not conducted on Company time, nor interfere with other employees performing their jobs, or with the conduct of operations, except as specifically provided in the Agreement under the grievance procedure and as referenced in Section 05.03.

34.04 The provisions of this Agreement shall be binding upon the Company and its successors, assigns or future purchasers.

34.05 It is not the intent of the parties to establish or permit rules, customs, or practices which are designed to limit production or increase the time required to do any work. It is further agreed that there will be no attempt to place limitations or restrictions on the use of machinery, tools or other labor-saving devices. It is understood and agreed that the adoption of new or revised work practices, machinery, tools or other labor-saving devices will be implemented in accordance with established regulations with full consideration given to the safety of all employees.

34.06 The terms "qualified" or "qualifications" under this Agreement include having the ability to perform the work satisfactorily, and the physical ability to carry out such work.

34.07 With respect to minimum knowledge, education and experience requirements for the individual job descriptions as negotiated by the parties, it is understood and agreed that it is not the intent of either party that such minimum requirements be utilized to demote or displace individuals incumbent in such positions as of the date of this agreement.

34.08 Job classifications shall have the effective date agreed upon by the parties affixed on each page.

34.09 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the parties,

for the life of this Agreement, waive the right, and each agrees that the other shall not be obligated, except as otherwise provided in this Agreement, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement. Furthermore, the parties, for the life of this Agreement, waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of any of the parties at the time this Agreement was negotiated or signed.

34.10 No agreement, waiver or modification of any of the terms, conditions or covenants contained herein shall be made by any employee or group of employees with the Company and in no case shall it be binding upon the parties hereto, unless such agreement is made and executed in writing between the parties hereto.

34.11 The contract shall be printed at the Company's expense. The Company shall furnish a sufficient number of printed agreements for bargaining unit employees on the payroll as soon as possible after the signing of the Agreement, as well as for all future bargaining unit employees hired. **In addition, the Company shall furnish five (5) copies of printed contracts to the Union.**

35.00 PENSIONS

35.01 IAM National Pension Fund

- a. The Company (Employer) shall contribute to the I.A.M. National Pension Fund, National Pension Plan for each hour or portion thereof for which employees in job classifications covered by this Agreement are entitled to receive pay under this Agreement as follows:

One dollar (\$1.00) per hour effective January 1, 2010.

One dollar and ten cents (\$1.10) per hour effective **January 1, 2011.**

One dollar and twenty cents (\$1.20) per hour effective January 1, **2012.**

One dollar and thirty cents (\$1.30) per hour effective January 1, **2013.**

If the employee is paid only for a portion of an hour, contributions will be made by the Company for the full hour to a maximum of forty (40) hours per week. If an employee's paid hours for the week are less than forty (40), any fraction of an hour will be rounded up to a full hour.

- b. The Company (Employer) shall continue contributions based on a forty (40) hour workweek while an employee is off work and entitled to receive pay under this Agreement and while employees are off work serving as members of the Union negotiating committee and actively engaged in negotiations with the employer.
- c. Contributions for a new, probationary, part-time and full-time employee are payable upon completion of the seventy-five day probation period and shall cover all contributions due from the first day of employment.
- d. The I.A.M. Local Lodge No. 2777 and the Company (Employer) adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the I.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.
- e. The parties acknowledge that the Trustees of the I.A.M. National Pension Fund may terminate the participation of the employees and the Employer in the Plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article or reduces the Contribution Rate. The parties may, by mutual agreement, increase the Contribution Rate, and/or add job classifications or categories of hours for which contributions are payable.
- f. This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provisions in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the I.A.M. National Pension Fund. No grievance procedure, settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund.

36.00 DURATION

36.01 This Agreement shall be effective the 15th day of May 2010 and shall continue in full force and effect through the 15th day of May, 2013 and thereafter from year to year unless sixty (60) days prior to the normal expiration date of this Agreement either party gives written notice by registered mail to the other of its intent to amend, modify, or terminate the Agreement.

In witness whereof the parties hereto have caused this Agreement to be executed by their authorized representatives.

FOR L-3 COMMUNICATIONS
VERTEX AEROSPACE LLC

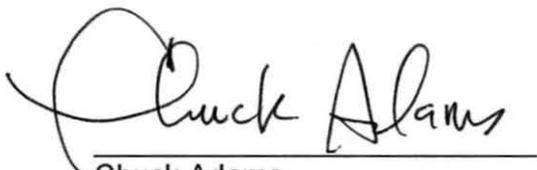
FOR THE I.A.M. & A.W.



Ken Demarko
Labor Relations, Senior Director
L-3 Vertex Aerospace, LLC



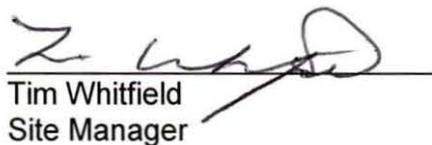
Tony Wirth
Business Representative
International Assn. of Machinists



Chuck Adams
Labor Relations, Manager
L-3 Vertex Aerospace, LLC



Ken Stankard
Bargaining Committee Member



Tim Whitfield
Site Manager



Phil Duby
Bargaining Committee Member

APPENDIX "A"

Title	1/1/2010	11/1/2010	11/1/2011	11/1/2012
QUALITY ASSURANCE INSPECTOR	\$24.81	\$25.26	\$25.66	\$26.05
MECHANIC, GSE	\$24.06	\$24.46	\$24.81	\$25.16
DATA REPRESENTATIVE	\$16.77	\$17.17	\$17.52	\$17.87
WAREHOUSEMAN	\$15.77	\$16.32	\$16.80	\$17.25
DRIVER, LOGISTICS	\$14.61	\$15.01	\$15.34	\$15.66



JOB DESCRIPTION

Job Title: T-6 COMBS Logistics Driver **FLSA Status:** Non-Exempt
Reports To: T-6 COMBS Foremen **Revision Date:** 11.15.05

SUMMARY

Pick up and deliver materials from out lying sites. Makes stops at various vendors to obtain or deliver materials as needed. Delivers oil analysis samples as required.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE ORGANIZATION AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE ORGANIZATION.

- Pick up, and deliver materials to out lying locations.
- Handle Hazardous materials and chemicals.
- Picks up and delivers to local vendors.
- Dealing with Coworkers/customer/Public

EXAMPLES OF WORK

EXAMPLES OF WORK PERFORMED IN THIS CLASSIFICATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING TASKS. THESE TASKS MAY BE AMENDED OR OTHER TASKS MAY BE ASSIGNED AS NECESSARY.

- Delivers aircraft parts and related materials to outlying sites and Material Control Section as required.
- Makes stops at vendors as required.
- Picks up and delivers oil samples on a daily basis.
- Maintains cleanliness of assigned vehicles, including washing and cleaning the interior/exterior.
- Maintains orderliness of parking lot, including consolidation of materials and preparation of retrograde materials for turn in under the scrap system.
- Makes trips to the landfill to dispose of items that can not be put into local dumpsters.
- Utilize forklift and other lifting equipment as required.
- Maintains cleanliness of work center.
- Deals with customer and vendors in courteous, professional and effective manner.
- Comply with Foreign Object Damage (FOD), Hazardous waste, and tool control programs.
- Complies with all established general and industrial safety rules and regulations as applicable to the contract, facility, and job assignment

- Assists as directed to ensure safety, security, and preservation of government / company owned equipment and property.
- Performs other related duties as assigned by management.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter expert's (SME'S) who have supervised this position or functioned in the position; they are based on job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Director of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Director of Human Resources in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

MUST BE ABLE TO MEET ANY GOVERNMENT / COMPANY LICENSING / QUALIFICATION REQUIREMENTS FOR THE POSITION.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

The following knowledge, skills and abilities are required:

- Command of basic interaction and communication with users.
- Must be able to work well with limited direct supervision.
- Must possess map reading skills.
- Ability to deal courteously with the customer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel; reach with hands and arms; talk and hear, and working in uncomfortable positions. The employee is frequently required to sit. The employee is required to lift and/or move up to 70 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The diversity of working conditions may range from a standard shop type environment where there is no physical discomfort to an environment where inclement weather may subject individuals to severe changes of temperature, less than adequate lighting, dust wind and rain. On occasion, individuals may also be required to work in areas where high noise hazards prevail, thus requiring the use of adequate ear protection. Will be required to wear protective clothing and other safety equipment. Will be required to handle hazardous materials and chemicals.

EXAMPLES OF TITLES IN CAREER PROGRESSION

COMBS Warehouseman * COMBS Computer Operator 1

JOB DESCRIPTION APPROVED BY:

Leadership Team Member's Signature/Date

Human Resources Representative's Signature/Date



JOB DESCRIPTION

Job Title: T-6 COMBS Warehouseman **FLSA Status:** Non-Exempt
Reports To: T-6 COMBS Foremen **Revision Date:** 11.04.05

SUMMARY

The Warehouseman will be required to handle parts picking, stocking, shipping, and receiving operations to include disposition of parts orders. The Warehouseman will be under the direct supervision of the T-6 COMBS Foreman.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE ORGANIZATION AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE ORGANIZATION.

- Parts receiving
- Shipping and Receiving
- Issues parts to customer
- Inventory
- Dealing with Coworkers/Clients/Public

EXAMPLES OF WORK

EXAMPLES OF WORK PERFORMED IN THIS CLASSIFICATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING TASKS. THESE TASKS MAY BE AMENDED OR OTHER TASKS MAY BE ASSIGNED AS NECESSARY.

- Shipping and receiving of parts.
- Inventory and accountability of parts.
- Reads production schedule, customer order, shipping order, or requisition to determine items to be moved, gathered or distributed.
- Conveys materials and items from receiving areas to storage or to other designated areas.
- Sorts and places material or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color, or bin location.
- Fills requisitions, work orders or requests for materials, tools or other stock items and distributes items.
- Processes customer returns.

- Counts items for distribution within company to ensure conformance to internal standards.
- Opens bales, crates and other containers.
- Uses forklift to pick up items from several locations for shipment or storage.
- Marks materials with identifying information.
- Enters data in the inventory system.
- Records amounts of materials or items received or distributed.
- Maintains inventory records.
- Shipping/receiving parts and reporting obvious discrepancies in paper work and material to the COMBS QC Inspector or Management.
- Requests exception purchase orders (POs) from Madison Procurement for repairs when required.
- Creates, packs, and ships repair orders.
- Provides copies of FAA Form 8130 for all materials received to Madison for file.
- Creates back orders in system for R-memos.
- Tracks materials by using repair order number.
- Prepares documents and ships parts to Raytheon Aircraft Company (RAC) modification center as required.
- Exhibits positive courteous behavior with customers, businesses and coworkers.
- Assists coworkers and those in other departments to successfully perform job tasks and functions when necessary.
- Follows all safety procedures and practices as established by the Company and regulatory bodies.
- Cleaning of warehouse, shops, offices and restroom as required.
- Creating, writing, and presenting written and oral reports.
- Clerical and other assigned duties as required.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter expert's (SME'S) who have supervised this position or functioned in the position; they are based on job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Director of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Director of Human Resources in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

GRADUATION FROM A STANDARD FOUR (4) YEAR HIGH SCHOOL OR EQUIVALENT (GED) AND A MINIMUM OF THREE (3) YEARS WORK RELATED HANDS-ON EXPERIENCE.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

The following skills and abilities are required:

- Valid driver's license required with the ability to get a forklift license.
- Balanced mix of business, technical knowledge and analytical skills.
- Knowledge of databases sufficient to perform the job, duties, and tasks associated with the position.
- Knowledge in the function and use of general electronic office equipment.
- Ability to understand and use the English language both oral and written to communicate information or ideas to another person or persons.
- Ability to basic mathematics (add, subtract, multiply, and divide) in all units of measure, using whole numbers, common fractions and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.
- Knowledge in indexing, organizing, and alphabetizing files, material or data.
- Ability to answer a multi-line phone system.
- Ability to recognize or identify the existence of a problem as well as elements of a problem.
- Ability to handle stressful situations and discern priorities.
- Ability to understand and follow directions.
- Ability to perform a task in the presence of distracting stimulation or under monotonous conditions without significant loss of thought process and efficiency.
- Ability to operate hand and power tools.
- Ability to interpret drawings, specifications and schematics of aircraft instrument/electronic components is desired.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal courteously with the customer.

Knowledge of the following is required:

- generally accepted accounting principles sufficient to perform the job, duties, and tasks associated with the position;
- contractual requirements
- extensive working knowledge in logistics and data information systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to sit, stoop, kneel, crouch, or crawl. The employee is occasionally required to climb, balance or smell. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to fumes or airborne particles and work with explosives. The employee is occasionally exposed to work near moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock and vibration. The noise level in the work environment is moderate to usually very loud. On occasion, individuals may also be required to work in areas where high noise hazards prevail, thus requiring the use of adequate ear protection.

EXAMPLES OF TITLES IN CAREER PROGRESSION

Computer operator 1 * COMBS Foreman * COMBS Manager

JOB DESCRIPTION APPROVED BY:

Leadership Team Member's Signature/Date

Human Resources Representative's Signature/Date

Job Title: T-6 COMBS Data Representative **FLSA Status:** Non-Exempt
Reports To: T-6 COMBS Foremen **Revision Date:** 11.04.05

SUMMARY

Analyzes, implements and evaluates computer information systems. Serves as a link between the user and operational support personnel on operational data; maintenance data; technical data; airframe and engine tracked components; and related equipment-tracking data. The Computer operator will be under the direct supervision of the T-6 COMBS Foreman.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE ORGANIZATION AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE ORGANIZATION.

- Reads, analyzes distributes and files computerized records
- Inputs and retrieves data from Government and Company data bases
- Inventory
- Dealing with Coworkers/Clients/Public

EXAMPLES OF WORK

EXAMPLES OF WORK PERFORMED IN THIS CLASSIFICATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING TASKS. THESE TASKS MAY BE AMENDED OR OTHER TASKS MAY BE ASSIGNED AS NECESSARY.

- Receiving and forwarding downloaded data media from the flight recorder.
- Monitors Due In From Maintenance (DIFM) reports
- Works with warehouse and Operating Command personnel to verify completions and document TCTO's.
- Submits TCTO Report showing completions to Madison.
- Prepares and submits to Madison inventory adjustments.
- Requests status on orders (B-memos and R-memos).
- Query's information for Madison and Site Manager when needed.
- Operating and maintaining data systems for operational data and maintenance data.
- Answering and formulating solutions to user and operational support personnel's problems, determining the technical and operational feasibility of their solutions.
- Inputting and analyzing failure data in the Deficiency Reporting Database.
- Filing of all documentation listed above.

- Cleaning of warehouse, shops, offices and restroom as required
- Creating, writing, and presenting written and oral reports.
- Clerical and other assigned duties as required

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter expert's (SME'S) who have supervised this position or functioned in the position; they are based on job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Director of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Director of Human Resources in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

GRADUATION FROM A STANDARD FOUR (4) YEAR HIGH SCHOOL OR EQUIVALENT (GED) AND A MINIMUM OF TWO (2) YEARS HANDS-ON EXPERIENCE WORKING WITH DATA PROCESSING.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

The following skills and abilities are required:

- Command of basic interaction and communication with users.
- Balanced mix of business, technical knowledge and analytical skills.
- Desire a two year degree in math or computer science, or equivalent work related experience
- Ability to communicate effectively, both orally and in writing.
- Ability to deal courteously with the customer.

Knowledge of the following is required:

- Extensive working knowledge in data information systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to sit. The employee is occasionally required to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The diversity of working conditions may range from a standard office type environment where there is no physical discomfort to an environment where inclement weather may subject individuals to severe changes of temperature, less than adequate lighting, dust wind and rain. On occasion, individuals may also be required to work in areas where high noise hazards prevail, thus requiring the use of adequate ear protection.

EXAMPLES OF TITLES IN CAREER PROGRESSION

COMBS Foreman * COMBS Manager

JOB DESCRIPTION APPROVED BY:

Leadership Team Member's Signature/Date

Human Resources Representative's Signature/Date



JOB DESCRIPTION

Job Title: T-6 COMBS Quality Control Inspector **FLSA Status:** Non-Exempt
Reports To: T-6 COMBS Manager **Revision Date:** 11.04.05

SUMMARY

The incumbent is required to monitor, observe and evaluate supply functions in the T-6 COMBS warehouse. The Quality Control Inspector also functions as the training instructor and Safety Monitor for assigned personnel. The incumbent will also be responsible for review of all aircraft documentation as necessary to eliminate possible errors. The Quality Control Inspector will be under the direct supervision of the T-6 COMBS Manager.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE ORGANIZATION AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE ORGANIZATION.

- Monitoring, observing and Evaluating Maintenance in the COMBs and Safety Procedures
- Ensuring Compliance with Procedures
- Dealing with Coworkers/Clients/Public

EXAMPLES OF WORK

EXAMPLES OF WORK PERFORMED IN THIS CLASSIFICATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING TASKS. THESE TASKS MAY BE AMENDED OR OTHER TASKS MAY BE ASSIGNED AS NECESSARY.

- Monitoring and reporting on COMBS warehouse supply procedures.
- Assisting warehouse-receiving clerks in performance of receiving inspections during peak loads.
- Investigate and submits items for warranty claims when required.
- Accomplishing forms and documentation reviews as required.
- Advises management on revising inspection/receiving regulations, as required, to meet contractual requirements.
- Preparing discrepancy reports and recommending actions in regards to vendor material found to be damaged when received.

- Accomplishing the functions of the Site Safety and HAZMAT Program Monitor.
- Reviewing aircraft documentation to screen for possible errors.
- Accomplishing site training for new personnel and assisting with training records maintenance.
- Setting up and maintaining the Technical Library.
- Performing QEC installation inspections.
- Cleaning of warehouse, shops, offices and restroom as required.
- Clerical and other assigned duties as required.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter expert's (SME'S) who have supervised this position or functioned in the position; they are based on job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Director of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Director of Human Resources in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

- Graduation from a standard four (4) year high school or equivalent (GED) and a Minimum of five (5) years recent experience in aircraft maintenance.
- **DOCUMENTED PROOF OF AIRCRAFT MECHANIC EXPERIENCE..**
- Valid FAA Airframe and Power plant Certificate.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

The following skills and abilities are required:

- Familiarity with FAR's relating to aircraft components, parts, hardware and equipment (FAR Part 21 and FAR Part 43).
- Thorough knowledge of warehouse shipping and receiving procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal courteously with the customer

Knowledge of the following is required:

- Military or Commercial aviation maintenance
- U.S. Government regulations for federal contractors and FAA Maintenance programs; and aircraft maintenance terminology.
- extensive working knowledge in logistics and data information systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to sit, stoop, kneel, crouch, or crawl. The employee is occasionally required to climb, balance or smell. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The diversity of working conditions may range from a standard office type environment where there is no physical discomfort to an environment where inclement weather may subject individuals to severe changes of temperature, less than adequate lighting, dust wind and rain. On occasion, individuals may also be required to work in areas where high noise hazards prevail, thus requiring the use of adequate ear protection.

EXAMPLES OF TITLES IN CAREER PROGRESSION

COMBS Foreman COMBS Manager * Assistant Program Manager

JOB DESCRIPTION APPROVED BY:

Leadership Team Member's Signature/Date

Human Resources Representative's Signature/Date



JOB DESCRIPTION

Job Title:	T-6 COMBS SE Mechanic	FLSA Status:	Non-Exempt
Reports To:	T-6 COMBS Foremen	Revision Date:	11.04.05

SUMMARY

Primary responsibility is to repair machinery or mechanical equipment as well as performing engine buildup. Examines aircraft contractor furnished support equipment (CFSE) to diagnose source of trouble. Dismantling or partly dismantling CFSE and performing repairs that mainly involve the use of hand tools in replacing broken or defective parts; ordering replacement parts through Madison or sending the equipment out for major repairs; perform scheduled and unscheduled maintenance.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE ORGANIZATION AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE ORGANIZATION.

- Inspecting and repairing ground support equipment
- Installing and removing QEC kits on aircraft engines
- Dealing with Coworkers/Clients/Public

EXAMPLES OF WORK

EXAMPLES OF WORK PERFORMED IN THIS CLASSIFICATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING TASKS. THESE TASKS MAY BE AMENDED OR OTHER TASKS MAY BE ASSIGNED AS NECESSARY.

- Performing engine QEC buildup actions, both assembly and tear down.
- Determining serviceability of QEC items.
- Completing all required documentation and tagging requirements of QEC items.
- Order QEC parts from COMBS.
- Refer to technical publications to determine specifications to be met.
- Track and record calibration dates to insure that support equipment is up to date.
- Keep files with documentation and certifications of calibrated equipment.
- Ensure that equipment is sent out for calibration when due.
- Ensure that all equipment is accounted for.

- Assign I.D. numbers to each piece of equipment.
- When turning over equipment to the operating command make certain to have them sign a receipts for all equipment to keep on file in COMBS.
- Each I.D. number must have a file of record.
- Performs maintenance and inspections on (CFSE) according to applicable maintenance manuals, manufacturer specifications and FAA regulations.
- Research and order materials for repair of support equipment.
- Performs engine QEC build-up actions, i.e. assembly and teardown.
- Cleaning of warehouse, shops, offices and restrooms as required.
- Clerical and other assigned duties as required.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter expert's (SME'S) who have supervised this position or functioned in the position; they are based on job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Director of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Director of Human Resources in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

- **GRADUATION FROM A STANDARD FOUR (4) YEAR HIGH SCHOOL OR EQUIVALENT (GED) AND A MINIMUM OF THREE (3) YEARS RECENT AIRCRAFT MAINTENANCE EXPERIENCE.**
- Valid FAA Airframe and Powerplant Certificate.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

The following skills and abilities are required:

- Understanding of scheduling techniques and technical order requirements.
- Ability to accurately troubleshoot and repair complex aircraft engine/support equipment systems.
- Mental and visual ability to read and understand detailed technical publications and instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal courteously with the customer.

Knowledge of the following is required:

- generally accepted accounting principles sufficient to perform the job, duties, and tasks associated

- with the position;
- contractual requirements
- extensive working knowledge in logistics and data information systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to sit, stoop, kneel, crouch, or crawl. The employee is occasionally required to climb, balance or smell. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to fumes or airborne particles and work with explosives. The employee is occasionally exposed to work near moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock and vibration. The noise level in the work environment is moderate to usually very loud. On occasion, individuals may also be required to work in areas where high noise hazards prevail, thus requiring the use of adequate ear protection.

EXAMPLES OF TITLES IN CAREER PROGRESSION

COMBS Quality Control Inspector ICOMBS Foreman * COMBS Manager

JOB DESCRIPTION APPROVED BY:

Leadership Team Member's Signature/Date

Human Resources Representative's Signature/Date