



SENIORITY LISTS

Classification seniority is very important to each and every member. Classification seniority is used to determine...

1. Choice of vacation (within a job title)
2. Shift assignments, including days off (within a job title)
3. Reduction in force
4. Filling of vacancies within a classification

As stated in article eight, paragraph D of our contract, the company is required to publish the seniority lists for our work group twice a year (January 15th and July 15th). It is very important that each member reviews the seniority list and identifies any mistakes or omissions. In paragraph E it states that, "Employees shall have (15) days after the publication of the seniority list to protest any omission or incorrect position affecting their seniority." Effective June 14, 2001, employees under the scope of this agreement began to accrue seniority within both classifications (ramp & provisioning/operations). This will be under the category of R/O. Your seniority impacts you on a daily basis by determining the priority and order of OT assignments. Make sure that it is correct.

SIGN OFF SHEETS

In each station there are usually packages that each agent is asked to sign at the beginning of the year. In those sign and return packages are usually SWA's basic principles of conduct and other changes or shifts in policies. Your signature does not mean that you agree with the paperwork and the contents of the packet. It is only an acknowledgement that you received them. These papers do not change or add to the terms of the collective bargaining agreement. The CBA was negotiated. The basic principles of conduct and other company policies were not. In cases of disciplinary proceedings the company must adhere to the principles of the CBA. In article 20, paragraph A it states, "No Employee who has passed his probationary period shall be disciplined to the extent of loss of pay or discharge without just cause." That requirement was negotiated and restricts the company in the way that an employee



can be disciplined. What about discipline that does not involve a loss of pay or discharge? In these less severe cases, arbitrators use the criteria that the discipline cannot be arbitrary and capricious. It must be fair, appropriate, and generally progressive in nature.

Within the last couple years, the company has begun using SWA life to issue some of its legally required notices to employees. This new, paperless sign off scheme uses an electronic signature in which the user acknowledges receipt by simply clicking an icon. Like the old-fashioned hand signature, the electronic signature is only your acknowledging that you received the notices and in no way means that you agree.

There have been issues in several stations where agents refuse to sign off on the packets. Some members of management are saying that you are being insubordinate if you refuse to sign it. On very rare occasions would a refusal to sign be considered insubordination. Whether you are insubordinate is determined by the manner, circumstances, and your reaction surrounding the request. In a few arbitration cases, the company has attempted to use a refusal to sign as an example of an agent with a bad attitude and little respect for authority. Truth is, it is better to sign the packet than possibly face discipline. You can protect yourself by writing under your signature, "Signed under protest, subject to the grievance procedure."

LATERAL TRANSFER BIDS

It is time for each member to renew his or her lateral transfer bids for the following year. As of January 1, 2010, all bids on file will be cleaned out unless you have submitted one during the month of December of 2009 for the next year. Article 12, paragraph A of the contract states, "Vacancies in all Ramp, Provisioning, Operations and Operations (Air Freight) positions shall be filled from the permanent bid file in the office of the appropriate department head. When a vacancy occurs, the senior Employee in that classification shall be offered the opportunity to transfer." In paragraph B, the contract points out that you must have a lateral transfer on file at the time of the vacancy to ensure that you get the position instead of someone outside the work group. It must be on file at the time that the vacancy is approved.

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