



TRANSPORT WORKERS UNION LOCAL 555

REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES
TRANSPORT WORKERS UNION OF AMERICA • AFL-CIO • AIR TRANSPORT DIVISION • TWU555.ORG
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November 12, 2018

TO: All Elected TWU Representatives and Alternates









FROM: Jerry McCrummen

SUBJECT: Covered Work Grievances

Covered Work Grievance Documentation Needed

This document is to be used as a guide to enable us to process a grievance for covered work. You will determine what is applicable and what is not. Most of this legwork will be done by the local representatives. Treat every grievance as if you are preparing it for Arbitration and that someone else may be presenting it. There are 2 very important things that must be done; 1) Get all good contact phone numbers (Cell/Home). Stress the importance of being available and responsive to all calls, 2) Get a good personal email (not WNCO) so they may be kept in the loop.

Covered Work/Overtime Bypass

-  OTIS/ Station Activity Report
-  OT Call Book Sheet
-  Exception Log
-  Duty Roster
-  Dispatch Report/Gate Lead Report (Download Violation)
-  Loading Summary/CBLS (Upload Violation)
-  Statements from agents working the flight or observed the violation
-  Video (Review at local level, secure a copy)

You are to be given time off by local management to secure these documents under Article 20 (K) when requested. Work assignments will take priority. These documents will need to be scanned in and sent to the Union office along with the page 1. If there are no support documentation accompanying the grievance it cannot and will not be processed. The burden of proof falls on the Union and we will not advance a weak or incomplete grievance forward and possibly get an adverse ruling at Arbitration.