

CWA LOCAL 3146

ENVOY



STANDARD OPERATING PROCEDURES

January 25, 2020

President's Salary:

The President will receive base rate of pay at top of craft employee. In addition, the President will receive an incentive of 15% of top of craft pay, plus any premiums per current contract. If the President participates in a CWA-sponsored 401(k) plan the Local will match the President's contribution at the rate established in the current American Airlines CBA. If the President does not participate in a CWA-sponsored 401(k) plan the Local will pay the President an amount equal to the 401(k) match established in the current CBA.

Number of Holiday days and number of sick days will be at current CBA. Number of vacation days will be based on years of service per current CBA. This does not include medical, dental, life insurance or any other company paid benefits. (Envoy Air will bill CWA Local 3146 for the cost of insurance premiums for the President and the President will pay employee portion.)

Should the President leave office due to retirement or did not win election the President will be paid all vacation/holiday time earned while in office. Per current CBA employees will earn vacation/holidays in the current year for use in the subsequent calendar year.

Should the President retire while in office any unused sick time will be paid per current CBA.

Executive Board and Membership:

- A.** E-Board members are expected to attend all E-Board and bimonthly membership meetings. If the E-Board feels any E-Board member's absences or lack of communication are excessive, the position will be reviewed to determine if a replacement is necessary for the betterment of the membership.

- B.** Any E-Board member working a scheduled shift that does not allow them to attend the E-Board or membership meeting will be deployed and receive pay from Local 3146.
- C.** Any member authorized to attend an out of town Union function and or station visit will be paid gas mileage at the IRS guidelines to or from the Airport or event location.
- D.** Any member authorized to attend an out of town Union function and or station visit will be paid meal per diem based on IRS guidelines.
- E.** Any member authorized to attend an out of town Union function and or station visit will be reimbursed for incidentals with proper receipts such as taxi, airport parking, authorized rental cars, transfers from Airports to Hotels, subway, buses, etc.
- F.** Any member authorized to attend an out of town Union function and or station visit will be reimbursed for Hotel room charge only. *(do not charge incidentals to your room)*
- G.** Any member authorized to attend a Union function and or station visit will be required to conduct themselves in a professional and ethical manner at all times while representing CWA Local 3146 membership. Failure to do so could result in removal from your position with a majority of the memberships approval at a membership meeting.
- H.** In the course of representing CWA Local 3146 membership you may have access to confidential information (confidential information is defined as non-public information in the Union's possession) such as financial data, personnel and employee data and any information that is reported to you as confidential. Unauthorized use or distribution of this information could also be illegal and result in civil liability and/or criminal penalties and/or result in removal from your position with a majority of the memberships approval at a membership meeting.

- I.** E-Board members, committee members or members are allowed to swap off for Union activity if the Company denies authorized deployment by the Union President and will be paid by the Union.
- J.** E-Board members, committee members or members are not allowed to swap on, on a scheduled day off and be deployed for any Union business.
- K.** Local 3146 will pay \$120.00 per month toward cell phones for the President, Executive Vice-President, Secretary/Treasurer and Area Vice-President and \$50.00 per month for all Area Representatives that provides access to their phone numbers to all members. *(Posted on the CWA Bulletin Boards and 3146 website.)*
- L.** CWA Local 3146 will pay to have our Web page maintained.
- M.** Members that currently contribute to their Envoy Air 401K will receive the Company match per the current CBA for any paid hours worked for Local 3146.
- N.** At each membership meeting there will be 2 members names drawn for attending the meeting and the members drawn will receive a \$25.00 check.
- O.** Members attending a Convention or Conference will write a report to have available at the next membership meeting.
- P.** Flower Fund for current members in the event of their death will be in the amount of \$120.00 or if the obituary states in lieu of flowers the amount will be sent to the charity of choice or to the Member's family.
- Q.** Any retired member of the Local that chooses to run for office (President, Executive Vice-President, Secretary/Treasurer or Area Vice-President) will be paid a salary using the pension formula below:

Hourly rate at Envoy Air,
Minus hourly rate of pension, if any

Equals hourly rate paid for time worked at CWA Local 3146.

- R. Retired members who wish to remain active in CWA Local 3146 may pay \$10.00 per month in dues to remain a member in good standing.
- S. When traveling, officers and representatives of the Union are required to use the classes of travel designated by the Local's policy (the most economical means of transportation). All travel and travel expenses should have prior approval of the President and or EBoard and actual receipts should be submitted to the Local Secretary/Treasurer with an explanation.
- T. The President will ask Membership approval before spending more than \$250.00 for any item needed by the Local. *(unless it is a necessity to run the Local, ie laptop, printer etc.)*
- U. All CWA Members deployed for Union business will be reimbursed for any profit share loss due to union deployment. No CWA Member will be penalized for working for the Union.

Created and Adopted *Wonda A Hardy* January 25, 2020
Amended _____
Amended _____
Amended _____