

Tentative Agreement

Article 34 – General and Miscellaneous

- A. Personnel records shall be maintained for all employees by the Company. An employee and their Union representative will be granted access to the employee's individual personnel records when properly requested in writing by the employee or a Union representative with written authorization from the employee. Management reserves the right to be present when employee personnel records are reviewed. If a review is in relationship to a grievance, it may be accomplished prior to any grievance hearing and copies of relevant documentation will be provided.
- B. A place shall be provided inside of each station and reservation center marked "CWA/IBT Association" where official Union notices of interest to the employees may be posted. No political circulars or advertisements will be posted.
- C. Employees covered by this Agreement and their immediate families will be granted the same transportation privileges on the Company's system as may be established by Company regulations for all personnel.
- D. Passenger Service employees will be considered for vacancies outside the scope of this Agreement consistent with Company policy in effect at the time of the vacancy.
- E. The Company will provide paid parking for all passenger service employees who park in airport and/or Company parking lots. Where the Company does not provide employee parking, the Company will reimburse the employee the cost of the monthly parking fee (receipt required) at a Company authorized parking facility. This provision will not apply to replacement charges for parking decals, stickers, gate keys or similar items.
- F. In the event a payday falls on a Federal Reserve System legal holiday, the Company will make every effort to have paychecks prepared and distributed on the day preceding such legal holiday.
- G. Employees will be paid every other Friday for the preceding pay period. An itemized statement will be included indicating all wages and overtime in addition to listing all federal, state and local required deductions and all voluntary employee deductions.
- H. Prior to placement in the employee's file, the Company will provide to the employee a copy of any documentation related to attendance or performance. If the documentation is a complimentary or complaint letter regarding such employee, the employee will not contact the customer without prior approval by the Company. To be placed in an employee's personnel file, a customer complaint letter must adequately identify the employee (e.g., by name, employee number, agent sine, work location and/or physical description of the employee). All complimentary and complaint letters will be removed from the employee's personnel records after twelve (12) months, unless the letter is associated with discipline, in which case the letter will be subject to the discipline time limits. Any expired discipline will be removed upon request. An employee may submit

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a written response to any complaint letter or any documentation related to attendance or performance, and the written response shall be attached to the documentation.

- I. Employees are required to keep the Company informed as to their current status including but not limited to any change to their current address and telephone number, name change, marital status or family status.
- J. Breakrooms, where-provided, will be maintained in a neat and orderly fashion. The Company will make every effort to provide secure space that is suitable for storage of personal and uniform items at each location.
- K. The Company agrees to provide ~~each employee~~ **the Union with two thousand (2,000) printed and bound copies of the Agreement, and electronic access to the Agreement to each employee covered by this Agreement.**
- L. Where available, the Company will provide a private room at work locations for Union representatives to conduct local Union business related to the handling of grievances (e.g., grievance investigations); provided, however, a Union representative gives the Company reasonable notice of the date and time of the requirement for the private room.

[Paragraph M re SIDA removed to Article X and revised therein.]

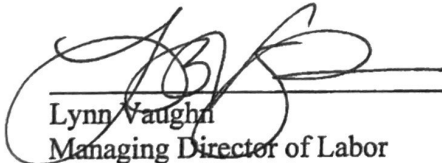
M. The Association may appoint up to two (2) full-time Union Employee Assistance Program Representatives who will be paid by the Company. The Association shall ensure the representatives are appropriately trained for their roles and agrees they do not represent the Company and will not hold themselves out as representatives of the Company, whether either as a Company Employee Assistance Program representatives or otherwise. The Association further agrees the Company shall not be legally responsible for the actions of these representatives.

N. An employee who appears as a witness in a legal proceeding at the request of the Company will be paid their applicable rate during witness service.

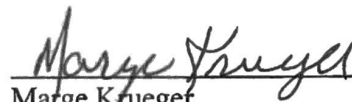
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For the Company:

For the Union:



Lynn Vaughn
Managing Director of Labor

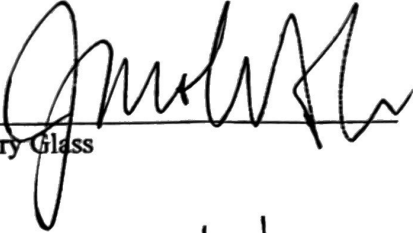


Marge Krueger
Co-Chair, CWA-IBT Association

12/7/23
Date

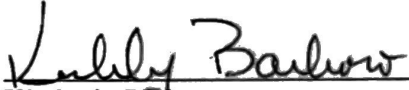
12/7/23
Date

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Jerry Glass

12/7/23
Date



Kimberly Barboro
Co-Chair, CWA-IBT Association

12-7-23
Date