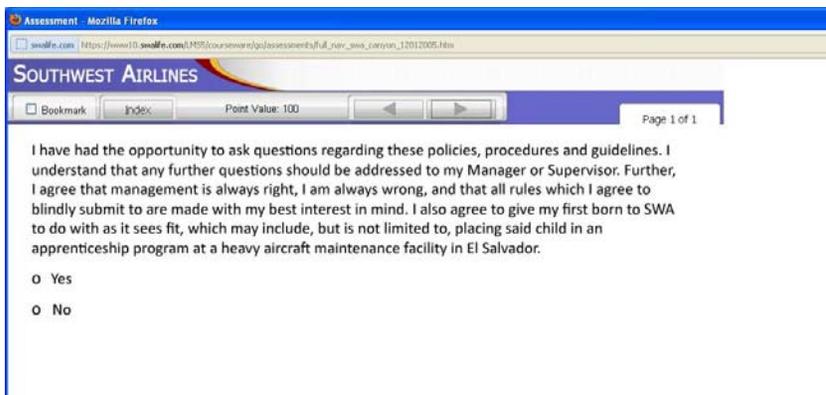


**SIGN OFF SHEETS/SCREENS**

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. Article 20.A 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 SWALife 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.

**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, 2012, all bids on file will be cleaned out unless you have submitted one during the month of December of 2011 for the next year. Article 12.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.



**CASHING OUT UNUSED VACATION**

For those of you who have vacation days you don’t plan on using or are not able to use, please read over Article 14.F.6 and 7 and Article 14.I. You can receive payment for vacation you don’t intend to use, but this cash out applies only to one full block of 5 DAT days. Otherwise, the remainder of unused vacation will automatically show up on the Jan 5, 2012 paycheck.