

exchange/WRA, or (2) being reassigned to another work group, work unit, assignment, or shift at the same place of reporting. Employees may request the same or a different type of work in the same or a different department. Such requests will be considered, needs of the business permitting, provided the employee's services may be profitably utilized in such location, assignment, or shift and further provided that the employee has been at his/her present location, assignment, or shift, and in his/her present title for at least 24 months. The elapsing of the 24 month period will not be affected by a change in place of reporting at the instance of the Company. Requests of this type will be submitted to the staffing system. The request must be on file and the requestor test qualified at the time consideration begins. Employees may have up to 10 requests on file. These may be Article 10 requests, Article 12 requests, or any combination of the two.

- a. When a WRA has more than one place of reporting for work groups within a General Manager (or equivalent) organization, doing essentially the same type of work, consideration shall be given in order of seniority to the written request of an employee for reporting to work at another location within the WRA, or being reassigned to another work group, and his/her services may be profitably utilized in such location. Requests of this type shall be submitted in writing to the employee's General Manager and the receipt will be acknowledged to the requestor within 10 working days.
3. When permanent changes in place of reporting are to be made to initially staff, in part or whole, a new work group (as distinguished from relocating an existing work group), the following procedure will apply. The Company will designate the work group(s) or work unit(s), whichever is larger at the place of reporting, from which employees will be assigned. Those employees from the designated work group(s)/work unit(s) who desire the assignment and

whose services may be profitably utilized at the new location(s) will be assigned in order of seniority. Such assignments will be made, needs of the business permitting, up to the number of employees the Company desires.

If additional employees are still needed, such additional assignment as the Company deems it appropriate to make will be made in inverse order of seniority from the same designated work group(s)/work unit(s) provided the employee's services may be profitably utilized at the new location, needs of the business permitting.

- a. When initially staffing a new work group at an existing location, a notice will be adequately posted at that place of reporting. Requests will be limited to those received within 7 days from employees in the group(s) from which the assignment will be made. Such requests may be granted at the discretion of the Company.
4. If under the provision of 10.01A, the Company designates a permanent change in the place of reporting (other than the type described in "3" above) of an employee, such employee will be allowed to exercise his/her seniority to remain at his/her present location, needs of the business permitting, provided a junior qualified employee is available in his/her work group or work unit, whichever is larger at the place of reporting, to fill the vacancy.
5. Employees in the titles of Services Technician and Service Representative may request reassignment in the same title in another department in the same exchange. Requests of this type will be submitted to the staffing system. Such requests may be granted at the discretion of the Company.

10.02 Time Considered Worked.

- A. Time during the scheduled or assigned hours of an employee which is spent at the direction of the Company in traveling

from one job assignment to another or from one town to another shall be considered as time worked.

- B. Time spent by an employee, at the direction of the Company, in traveling before or after the hours of his/her scheduled or assigned tour, which may be described as "all in a day's work" (see 12.05A1), shall be considered as work time. It is not intended that this provision be applied to travel on a day the employee was not scheduled or assigned to work or to travel which consumes a considerable period of time.
- C. Where a total of travel time required by the Company and time worked on a scheduled tour exceeds the length of a normal tour in one day and the employee spends at least one night away from his/her headquarters exchange/WRA, the employee will be paid for travel time in excess of such hours.
- D. Where an employee is directed to travel continuously for more than a full working day, the time spent traveling during his/her scheduled or assigned tours shall be considered as time worked. The application of this provision shall not result in an employee being paid for a less number of hours than is contained in a normal work week.
- E. An employee required by the Company to travel on a day on which he/she was not scheduled shall be considered as working on such day for the number of traveling hours up to the length of a normal tour.
 - 1. Insofar as it is practicable the Company will not require employees to travel on Sundays and holidays.
 - 2. The "established starting and stopping time" for employees who work varied (relief) tours within the week shall be as follows: The tour which has been worked more than any other tour during the preceding 5 tours worked before travel shall be the established starting and stopping time. If no tour has been worked more than another tour, the next 5 preceding tours worked shall be included and this process shall continue until it is determined that one tour has been worked more than any other tour.

- F. Hours of paid travel time under "A", "B", "C", "D", and "E" above shall not exceed the length of a normal tour during any period of continuous travel of 24 or less hours.
- G. The above provisions are not intended to cover every possible condition under which travel time may be properly considered as work time, and all such cases not expressly covered by this Article shall be governed by the provisions of the Fair Labor Standards Act, as amended.

10.03 Pay Basis for Travel Time.

When it is to be considered as time worked, travel time will be paid for on the same basis as actual work time.

ARTICLE 11 SUSPENSIONS, DISCHARGES AND DEMOTIONS

11.01 Limitations.

- A. In the event an employee is suspended or discharged, a charge that the suspension or discharge was without just cause will be handled in accordance with the following:
 - 1. If the employee has 6 months or less of seniority, a charge that the discharge was without just cause will be subject to the full grievance procedure set forth in Article 21 but will not be subject to arbitration.
 - 2. If the employee has more than 6 months of seniority, a charge that the discharge was without just cause will be subject to the full grievance and arbitration procedures set forth in Articles 21 and 23.
 - 3. If the employee has been suspended, a charge that the suspension was without just cause will be subject to the full grievance and arbitration procedures set forth in Articles 21 and 23.
- B. In the event an employee is demoted, a charge that the demotion was without just cause will be handled in accordance with the following: