



# FDX MEC POLICY MANUAL

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# FDX MEC POLICY MANUAL

## TABLE OF CONTENTS

<b>SECTION I – PREAMBLE .....</b>	<b>4</b>
A. SCOPE .....	4
B. GENERAL .....	4
C. AMENDMENT .....	5
<b>SECTION II – MASTER EXECUTIVE COUNCIL.....</b>	<b>6</b>
A. COMPOSITION .....	6
B. LOCAL COUNCIL MAKE UP .....	8
C. ELIGIBILITY .....	9
D. JURISDICTION AND DUTIES.....	9
E. DUTIES OF MEC MEMBERS TO ATTEND MEETINGS.....	10
F. DISSOLUTION OF LOCAL COUNCILS.....	10
<b>SECTION III – OFFICERS OF THE MEC .....</b>	<b>11</b>
A. NUMBER.....	11
B. ELIGIBILITY FOR OFFICE AND TERM OF OFFICE.....	11
C. ELECTIONS .....	11
D. DUTIES AND RESPONSIBILITIES.....	11
E. RECALL .....	12
F. COMPENSATION AND GUIDELINES .....	12
<b>SECTION IV – MEETINGS .....</b>	<b>16</b>
A. FREQUENCY .....	16
B. NOTIFICATION .....	16
C. AGENDA FOR REGULAR MEC MEETINGS .....	17
D. QUORUM.....	18
E. SUBCOMMITTEES .....	18
F. GUESTS AND VISITORS .....	18
G. MEMBERS AT LARGE .....	18
H. VOTING .....	19
I. MEETING RECORDS .....	19
J. USE OF PERSONAL ELECTRONIC DEVICES.....	21
K. SPECIAL MEETINGS BY CONFERENCE CALL .....	21
L. EXECUTIVE SESSIONS.....	21
M. MEETINGS WITH COMPANY REPRESENTATIVES BY MEC OFFICIALS .....	21
N. DOMICILE MEETINGS.....	22
O. MEMPHIS BI-MONTHLY DOMICILE MEETINGS .....	22
P. NON-STATUS LOCAL COUNCIL OFFICERS.....	22
<b>SECTION V – NOMINATIONS AND ELECTION PROCEDURES FOR MEC OFFICERS AND EXECUTIVE VICE PRESIDENT .....</b>	<b>24</b>
A. NOMINATIONS .....	24

B. ELECTIONS .....	24
<b>SECTION VI – PARLIAMENTARY LAW.....</b>	<b>27</b>
<b>SECTION VII – ACCOUNTING AND FINANCE.....</b>	<b>28</b>
A. FLIGHT PAY LOSS (FPL) .....	28
B. MEC EXPENSE BILLING.....	29
C. REVIEWS AND BUDGETARY CONTROL.....	30
D. MEAL EXPENSES.....	30
E. INCOME TAX GROSS-UP PAYMENT .....	31
F. dry CLEANING .....	31
G. PURCHASE APPROVAL.....	31
H. TRAVEL BOOKING PROCEDURES .....	31
<b>SECTION VIII – COMMITTEES OF THE MEC.....</b>	<b>34</b>
A. GENERAL .....	34
B. STANDING COMMITTEES .....	39
<b>SECTION IX – GRIEVANCE PROCESS .....</b>	<b>64</b>
A. PROCEDURE FOR PROCESSING NON-DISCIPLINARY GRIEVANCES.....	64
B. PROCEDURE FOR PROCESSING DISCIPLINARY GRIEVANCES.....	64
C. SUBMISSION TO SYSTEM BOARD OF ADJUSTMENT FOR NON-DISCIPLINARY GRIEVANCES .....	65
D. CONFIDENTIAL SETTLEMENT OF RULES GRIEVANCES.....	66
E. NON-PUNITIVE SUSPENSIONS.....	66
<b>SECTION X – CONFIDENTIAL INFORMATION AND THE LIMITED DISTRIBUTION OF OTHER INFORMATION .....</b>	<b>67</b>
A. CLASSIFICATION .....	67
B. DISTRIBUTION.....	67
C. RETENTION .....	68
D. DISPOSAL.....	68
E. ENFORCEMENT .....	68
<b>FDX MEC STANDING RESOLUTIONS.....</b>	<b>69</b>
<b>INDEX.....</b>	<b>75</b>
<b>RECORD OF CHANGES.....</b>	<b>78</b>

## **SECTION I – PREAMBLE**

### **A. SCOPE**

1. The FDX Master Executive Council (MEC) Policy Manual shall in no way conflict with ALPA’s Constitution and By-Laws or with ALPA’s Administrative Manual; it shall merely augment Article IV of the Constitution where necessary for the clarification of the role of the MEC, its officers, Non-Status Local Council Officers (NSLCO), and committees and provide guidance for areas not covered in the Administrative Manual. The purpose of the FDX MEC Policy Manual is to provide rules and procedures for the MEC, its officers and committees and to assist them in carrying out the primary duty of the MEC as a coordinating council for all the pilots of the Company.
2. This Policy Manual is not applicable to FDX pilots elected by the ALPA Board of Directors to serve as an ALPA National Officer or FDX pilots selected for full time duty at ALPA National (e.g. Executive Administrator).

### **B. GENERAL**

1. FDX MEC Policy Manual
  - a. The MEC Secretary/Treasurer shall forward a copy of the FDX MEC Policy Manual to the ALPA Vice President of Administration each time amendments to the Policy Manual have been made.
  - b. The MEC Secretary/Treasurer may correct typographical/formatting errors in the Policy Manual without MEC approval, but the MEC shall be notified of these changes. Absolutely no substantive changes are authorized without MEC approval.
  - c. The last section of the FDX MEC Policy Manual shall be named “Standing Resolutions” and contain the FDX MEC’s resolutions to which the MEC would like to grant extra visibility. Adding or deleting resolutions from the “Standing Resolutions” requires a simple majority vote of the MEC (2/3 majority vote NOT required).
  - d. The successful achievement of our collective goals depends on accurate and consistent communication from the MEC to the membership. Therefore, the MEC communications protocol shall ensure accuracy of information distributed to the membership but shall not unduly limit the elected representatives’ constitutional rights on issues they desire to communicate. LEC representatives are urged to submit written or website communications to the MEC Communications Committee Chairman and Communications Specialist prior to submitting them to ALPA Council Services. The appropriate MEC staff, committees and officers will review these communications for factual content. This MEC process shall use all reasonable efforts to expeditiously complete that review and representatives shall be contacted to resolve any issues found during that review.
2. Policy Manual Review Panel
  - a. An MEC Subcommittee assigned in accordance with Section IV.E. of the MEC Policy Manual, and the MEC Secretary/Treasurer will comprise the Policy Review Panel.

This panel shall, on an annual basis, review the MEC Policy Manual and issue a report to the MEC which shall normally be given no later than the third regularly scheduled meeting of the year.

3. Distribution

- a. This Policy Manual and all approved changes shall be distributed to and maintained by members of the MEC, committee chairmen and appropriate staff personnel. The Policy Manual will also be available on the FDX MEC website to any member in good standing.

4. Discrimination

- a. The FDX MEC will not discriminate based on race, color, religion, gender, age, disability, or national origin. Pronoun gender references will be assumed to include both sexes unless specifically stated to the contrary.

C. AMENDMENT

- 1. Any amendment to, partial or total repeal of, or modification of the FDX MEC Policy Manual requires a two-thirds (2/3) majority vote, subject to a two-thirds (2/3) roll call vote.
- 2. The Policy Manual shall be amended as necessary to keep the language in agreement with the ALPA Constitution and By-Laws and the ALPA Administrative Manual.

## SECTION II – MASTER EXECUTIVE COUNCIL

### A. COMPOSITION

The MEC shall consist of the Seniority Block Status Representative(s) from each FDX ALPA Local Council. Seniority Blocks will be determined as follows:

1. Each Local Council will have one Seniority Block Status Representative for each Standard Seniority Block included in that Local Council. Additionally, an Instructor Block shall be comprised of Memphis based pilots who hold positions under Sections 9 and 11 of the Collective Bargaining Agreement (CBA). All pilots who hold positions under Sections 9 and 11 of the CBA not based in Memphis will be represented by their Local Status Block Representative. The number of pilots in a Standard Seniority Block will be determined by using the following methodology, provided that there will be at least one Seniority Block Status Representative for each Local Council and the Memphis based instructors.
  - a. Determine the number of pilots on the Master Seniority List.
  - b. Subtract the number of active pilots based in any domicile other than Memphis.
  - c. Subtract the number of pilots who hold positions under Sections 9 and 11 of the CBA (e.g. LCA's, SCA's, Flex, FPS, TAA) who are based in Memphis.
  - d. Subtract the number of pilots on probation.
  - e. Divide the remainder by eight (8) and round up a fraction of .5 or more to the next whole number.

(Master Seniority List – Anchorage based pilots – Hong Kong based pilots – Los Angeles based pilots – Cologne based pilots – Indianapolis based pilots – Instructors – probationary pilots) /8 = Standard Seniority Block)

Example #1: Determination of Standard Seniority Block

$$4100 - 200 - 100 - 150 - 100 - 75 - 250 - 50 = 3175$$

$$3175 / 8 = 396.9$$

In this example, the Standard Seniority Block is set at 397 pilots.

2. The alignment of Local Councils shall be as follows:
  - a. Memphis will have eight (8) Standard Seniority Blocks and one (1) Instructor Block, with three (3) Local Councils as follows:

Local Council 7 – Seniority Blocks 1, 4 and 8;  
Local Council 22 – Seniority Blocks 2, 5 and 7;  
Local Council 26 – Seniority Blocks 3, 6 and Instructor Block.
  - b. Anchorage will have Local Council 79 with the appropriate number of Standard Seniority Blocks.
  - c. Hong Kong will have Local Council 14 with the appropriate number of Standard Seniority Blocks.

- d. Los Angeles will have Local Council 100 with the appropriate number of Standard Seniority Blocks.
  - e. Cologne will have Local Council 123 with the appropriate number of Standard Seniority Blocks.
  - f. Indianapolis will have Local Council 500 with the appropriate number of Standard Seniority Blocks.
3. A domicile with less than the number of pilots in the Standard Seniority Block shall have one Seniority Block Status Representative. The number of Status Representatives required for each domicile with more than the number of pilots in the Standard Seniority Block shall be determined as follows:
- a. Determination of the number of Seniority Block Status Representatives:
    - (1) Determine the number of pilots assigned to each domicile.
    - (2) Divide the number of pilots by the value of the Standard Seniority Block and round up a fraction of .5 or more to the nearest whole number.
    - (3) The number determined in step two equals the number of Seniority Block Status Representatives for that domicile.

Example #2:

The number of pilots at ANC is 600

The number of pilots divided by the Standard Seniority Block in Example #1 is 600 divided by 397 = 1.5 or 2 Status Representatives.

- b. Determination of Seniority Blocks in a Domicile.
  - (1) Determine the number of pilots assigned to each domicile.
  - (2) Divide the number of pilots by the number of Seniority Block Status Representatives for that domicile.
  - (3) The number determined in step two equals the number of pilots per Seniority Block for that domicile.

Example #3:

The number of pilots at ANC is 600

600 divided by 2 = 300 status reps

4. A member must belong to the Local Council at the domicile where the member has been activated. Upon request by the member and approval by the FDX MEC, a member may belong to another Local Council under the following conditions:
- a. A member must submit a request for council bypass to the MEC Secretary/Treasurer to belong to another Local Council which is closer to the member's residence, commuting location, council from which a member has been excessed or is a LEC committee person conducting work for the requested bypass council.

- b. All requests for council bypass must be presented before the MEC for their approval at a regular FDX MEC meeting. The request must be received no later than 30 days prior to the next regular MEC meeting.
  - c. Once approved, a council bypass shall remain in effect until the member is activated into the bypassed domicile by an equipment bid or the member can request another bypass in accordance with the conditions set forth in paragraph a. above.
  - d. No Local Council officer, Local Executive Council (LEC) or Local Council will solicit or encourage members based at other domiciles for local council affiliation.
  - e. There will be no council bypass approvals during election from the time nomination materials are first sent by Membership Services Department and until such time as representative elections have ended as per the ALPA Constitution and By-Laws to preclude members from changing councils strictly for the purpose of voting in a different election.
5. All Seniority Blocks shall be realigned annually within 30 days of the posting of the new Master Seniority List.
  6. Seniority Block definitions will be established no later than thirty (30) days prior to commencement of nominations for a regular term election, provided that, upon request of the FDX MEC showing good cause, the Association Vice-President-Administration/Secretary may shorten this time period.
  7. Pilots will become part of the Seniority Block as determined by their overall seniority number from the Master Seniority List or activated domicile, as appropriate.
  8. A pilot may serve as a Seniority Block Status Representative only in the council in which he was elected.
  9. A Seniority Block Status Representative or a non-voting Local Council Officer (including a representative or officer of the instructor block) may continue to serve in the Seniority Block in which he was nominated until the next regular election cycle.
  10. Each Seniority Block is numbered, with the most senior block as Block 1, the next most senior as Block 2, and so on. Anchorage, Hong Kong, the Memphis Instructor Block, Los Angeles, Cologne, and Indianapolis are numbers 9, 10, 11, 12, 13 and 14 respectively.
  11. Executive Active and Executive Inactive categories are restricted to those FedEx pilots who are officers of Federal Express Corporation.

## B. LOCAL COUNCIL MAKE UP

If a domicile has more than one Local Council, the Seniority Status Representatives will be assigned to each Local Council in seniority order; i.e. Seniority Status Representative 1 will be assigned to the lowest numbered Local Council, Seniority Status Representative 2 will be assigned to the next lowest numbered Local Council and so on until all Representatives are assigned to a Local Council.



## C. ELIGIBILITY

1. To be eligible to run for and to hold a Seniority Block Status Representative position, a candidate must be in the designated Seniority Block and Local Council at the time of nomination.
2. If, during a seniority adjustment, an elected representative moves out of the Seniority Block (including the instructor block) in which he was elected, he may continue as the Seniority Block Status Representative for that Seniority Block for the remainder of his term of office.
3. An elected representative who leaves his base may not continue to serve in the Seniority Block in which he was elected. A representative will be elected in accordance with the ALPA Constitution and By-Laws and the ALPA Administrative Manual.

## D. JURISDICTION AND DUTIES

1. The jurisdiction and duties of the MEC shall be as set forth in Article IV, Section 2, other provisions of the ALPA Constitution and By-Laws, and the ALPA Administrative Manual, and shall include the following:
  - a. The MEC shall function as a coordinating council for all pilots of the Company.
  - b. The MEC shall make the final decision on any problem or problems involving the pilots of the Company, except as otherwise provided in the ALPA Constitution and By-Laws or the ALPA Administrative Manual.
  - c. All actions of the FDX MEC shall be consistent with the ALPA Constitution and By-Laws and ALPA Administrative Manual and with the best interests of the membership.
  - d. All direct tasking, other than administrative tasking, of MEC staff persons shall be coordinated through the MEC Chairman or his designee. Requests for staff tasking by a Local Council, including status representatives and non-status local council officers, shall be coordinated through the LEC Chairman or designee.
2. MEC Duty Officer  
The MEC Vice Chairman may, as needed, assign MEC members to serve as Duty Officer. The Duty Officer position should normally be manned on a rotating basis.
3. Ratification of Agreements  
Collective Bargaining Agreements resulting from negotiations undertaken pursuant to the Duration Clause of the CBA in accordance with Section 6 of the Railway Labor Act, or Letters of Agreement (LOA) amending the CBA which have been approved by the FDX MEC, shall be subject to membership ratification.
4. Strike Vote  
A membership strike vote shall be conducted and striking approved by the membership prior to calling a strike. The membership strike vote will be conducted by approved mail or electronic balloting methods, in accordance with the ALPA Constitution and By-Laws and the ALPA Administrative Manual.

## E. DUTIES OF MEC MEMBERS TO ATTEND MEETINGS

1. Each MEC member shall be present at each regular or special meeting of the MEC or shall provide for a legal personal representative as provided in the ALPA Constitution and By-Laws.
2. Whenever a member of the MEC is unable to attend a meeting, he is encouraged to use his proxy in accordance with ALPA Constitution and By-Laws.

## F. DISSOLUTION OF LOCAL COUNCILS

1. The dissolution of a Local Council shall be in accordance with the ALPA Constitution and By-Laws and the ALPA Administrative Manual.
2. An agenda item submitted at a regular MEC meeting recommending the dissolution of a Local Council for reasons other than those required by the ALPA Constitution and By-Laws shall require a three quarters (3/4) majority vote, rounded up, of the MEC to be placed on the agenda as a late agenda item.
3. In the event that the MEC adopts a resolution recommending the dissolution of a Local Council for reasons other than those required by the ALPA Constitution and By-Laws over the objection of the affected Local Council, the FDX MEC Executive Vice President – Group A, when requested by the Local Council, will request that the officers of the affected Local Council be provided with an opportunity to appear before the Executive Council.

## **SECTION III – OFFICERS OF THE MEC**

### **A. NUMBER**

1. There shall be a Chairman, Vice Chairman and Secretary/Treasurer of the FDX MEC.

### **B. ELIGIBILITY FOR OFFICE AND TERM OF OFFICE**

1. Eligibility for office and term of office for the Chairman, Vice Chairman and Secretary/Treasurer will be as prescribed by the ALPA Constitution and By-Laws.
2. Officer Transition
  - a. Incoming FDX MEC Officers are authorized flight pay loss for up to 10 working days during the month prior to the start of their elected term of office for the purpose of providing a transition between incoming and outgoing MEC officers.
  - b. The number of working days allotted for the transition, if any, should be tailored to the particular needs and desires of the incoming MEC officer.
  - c. Incoming MEC officers shall use Association Fly Back for any excess of the allotted transition period in accordance with Section VII.A.2. of the Policy Manual.
  - d. The reference to “transition” means a face-to-face in the office transition.

### **C. ELECTIONS**

1. All officers of the MEC shall be elected in accordance with the ALPA Constitution and By-Laws and the ALPA Administrative Manual. The term of office is twenty-four (24) months commencing April 1. (This was determined via the merger agreement between the FedEx Pilots Association and ALPA in 2002.)

### **D. DUTIES AND RESPONSIBILITIES**

1. MEC Chairman

The MEC Chairman shall carry out the duties and responsibilities as prescribed by the ALPA Constitution and By-Laws. The MEC may empower the MEC Chairman to appoint or change the membership of MEC Standing Committees and MEC Special Committees, consistent with MEC policy pertaining to the term of assignment of these committees. The MEC Chairman shall:

  - a. Be the official spokesman for the policies of the MEC.
  - b. Be required to cast a tie-breaking vote of the MEC, except in elections of officers.
  - c. Keep the MEC closely informed of any actions taken on its behalf.
  - d. Be an ex-officio member of all committees.
  - e. Perform all other duties assigned by the ALPA Constitution and By-Laws or the ALPA Administrative Manual.

2. MEC Vice Chairman

The MEC Vice Chairman shall carry out the duties and responsibilities prescribed by the ALPA Constitution and By-Laws. The Vice Chairman shall:

- a. In the event of vacancy in the office of the Chairman, become acting Chairman and shall call a special MEC meeting within ten (10) days for the election of such office. The Vice Chairman will preside at such meetings until the election of a Chairman.
- b. When requested, assist the Chairman in the performance of his duties and/or carry out any assignment directed to him by the MEC.

3. MEC Secretary/Treasurer

The MEC Secretary/Treasurer shall carry out the duties and responsibilities prescribed by the ALPA Constitution and By-Laws. The MEC Secretary/Treasurer shall:

- a. In the event of simultaneous vacancies in the offices of the Chairman and Vice Chairman, become acting Chairman and shall call a special MEC meeting within ten (10) days for the election of such offices. The MEC Secretary/Treasurer will preside at such meetings until the election of a Chairman.
- b. Maintain MEC records under the jurisdiction of the MEC Chairman.
- c. When requested, assist the Chairman in the performance of his duties and/or carry out any assignment directed to him by the MEC.

## E. RECALL

1. Any MEC officer may be removed from office at any time, with or without cause, in accordance with the ALPA Constitution and By-Laws. If the subject is a late agenda item, then the provisions for submitting late agenda items shall prevail.

## F. COMPENSATION AND GUIDELINES

1. The compensation and work guidelines for the MEC officers will be reviewed and amended as appropriate by the MEC. Prior to the election cycle for the officers, the MEC will make a determination for each officer position as to whether that position will be assigned to full-time or part-time duty with the Association. Any change to the duty assignment of an individual officer prior to the end of the current term will be made by the MEC in consultation with that officer.
2. MEC officers assigned to full-time duty with the Association shall be governed by the following policies.
  - a. Work
    - (1) Fifteen (15) office days are required for a 4-week month.
    - (2) Nineteen (19) office days are required for a 5-week month.
    - (3) Weekends do not count as office days unless actually worked.
    - (4) Union business out of the office (out of town) counts as a day for a day.
    - (5) Trips flown under MUS and MUD pay codes are authorized for officer flying but do not count as workdays.

- (6) Trips flown under PDO or AFB pay codes are authorized for officer flying when required for FAR currency and pilot proficiency. If needed, this flying can be counted as office work days provided minimum staffing levels are maintained in accordance with III.F.2.a.(7).
- (7) When all three officers are on full-time duty with the Association, to the maximum extent possible given their various obligations, the officers shall coordinate their schedules to ensure that at least one (1) officer is scheduled to be in the FDX MEC office at all times.
- (8) To earn a “work day” credit, the officer must:
  - (a) be present at the office or other union related functions for at least seven (7) hours of that day,
  - (b) or be engaged in a required commute to/from his home of record which exceeds seven (7) hours,
  - (c) or be engaged in a combination of (a) and (b) above in excess of seven (7) hours.
  - (d) or perform a minimum of seven (7) hours union work while at his home of record in a day.
    - (i) Workdays computed under this guideline shall be limited to two (2) days in a four-week month and three (3) days in a five-week month. The work at his home of record must be approved by the two other officers. These days shall be reviewed and accounted for by the FRC in their semi-annual report.

b. Vacation

- (1) The MEC Officers’ Company vacation bank and the monthly flight pay loss bill will be administered in accordance with the FDX Collective Bargaining Agreement and the ALPA Administrative Manual, as applicable.
- (2) An officer, with the concurrence of the other two officers, may take his vacation when he wishes; i.e., he will not be constrained to taking it in the month awarded.
- (3) A day of vacation equals one day of office work.
- (4) An officer may participate in voluntary vacation cancellation only if his vacation has been awarded for that month.
- (5) An officer is not permitted any more vacation days than is to be credited to the MEC from his vacation bank hours.

c. Sick

- (1) Short-term sick leave utilization will be on a day-for-day basis and will be coordinated with the other officers to be made up at a later time.
- (2) Long-term sick leave/disability will be defined as “unable to perform office duty for a month or more,” and it will be handled on a case-by-case basis at the discretion of the MEC. If an officer utilizes a month or more of sick leave, the FDX MEC will notify the Company. The officer’s sick leave balance will be deducted accordingly, and the FDX MEC will not be charged.

- (3) If the officer is medically grounded but able to perform office duties, he will continue to be paid the standard ninety-eight (98) CH per month and be governed by the applicable work requirements.
- d. Commuting
- (1) A commuting officer may receive up to three round trip tickets to his home of record or to a destination of lesser cost per bid period. Ticket cost will be based on the Company's approved deadhead ticket cost between cities. If no ticket cost is listed then the cheapest fare, as determined by corporate travel, will be used.
  - (2) Ground transportation or combinations of ground/air transportation may be utilized provided the total cost does not exceed the value of air transportation as listed above.
- e. Housing
- (1) Commuting officers will have first consideration for use of any FDX MEC house, condo or apartment.
  - (2) If no housing is available, or if the commuting officer chooses to secure his own housing, an allowance up to, but not to exceed, eighteen hundred dollars (\$1,800) per month will be provided. The commuting officer may opt for a FDX MEC provided hotel room in lieu of other housing.
  - (3) No relocation allowance will be provided.
  - (4) MEC Officer(s) vacating a term of office shall be afforded one (1) bid period to vacate MEC housing.
- f. Transportation
- (1) The MEC Chairman and the other officers will have first consideration for use of any leased or owned Association vehicles. This does not mean that the MEC Chairman or other officers will have a special vehicle for their use.
  - (2) The FDX MEC leases a vehicle for use by FDX ALPA volunteers. The recommended lease term should be for 24 months with all maintenance and upkeep incorporated into the lease contract. The 24 month lease agreement should coincide with the terms of the office for the MEC Officers (July 1 for 24 months). This provides for ensuring that the vehicle meets the needs of the newly elected officers and allows for the vehicle to be replaced on a regular basis.
  - (3) The vehicle is intended for official FDX ALPA business.
  - (4) Any vehicle leased shall be an American or Canadian built vehicle by organized labor.
  - (5) Routine and as-needed maintenance, including oil changes, should be included in any lease agreement. Therefore the vehicle should never be serviced by a maintenance repair facility other than the leaseholder.
  - (6) A FDX ALPA staff person shall be responsible for having the vehicle cleaned on an as-needed basis.
  - (7) An ALPA credit card should be utilized when purchasing fuel for the vehicle.

- (8) Any accident and/or incident shall be reported immediately to the FDX ALPA office manager and/or the MEC Secretary/Treasurer.
- (9) If an officer chooses to use his or her own vehicle when commuting to or from his home of record, reimbursement will be at the IRS approved cost per mile.
- g. Flight Pay Loss (FPL) and Override
  - (1) Officers on full-time FPL do not bid for flying. Officers will be compensated at the rate of ninety-eight (98) CHs per month, calculated in accordance with Section 60.M.2.b.(4) of ALPA policy. This compensation will be based on the bid status of the MEC officer.
  - (2) Officers will receive an override of:
 

MEC Chairman	\$1,500.00/month
MEC Vice Chairman	\$1,350.00/month
MEC Secretary/Treasurer	\$1,250.00/month

    - (a) This override will be paid by calculating the number of credit hours equivalent to the override divided by the officer's pay rate.
  - (3) MEC officers assigned to part-time duty with the Association shall be subject to and governed by the provisions as set forth in Section VII.A. of the FDX MEC Policy Manual.
- h. VLT/DRF
  - (1) Officers will not be eligible for VLT/DRF flying while they are serving in office. The compensation package above covers the loss of that possible income.
- i. Passover/SDP/CIPPA
  - (1) Passover, SDP, and CIPPA will be paid in accordance with the current CBA.
- j. Meal Expenses
  - (1) Except as provided in paragraph k(1) below, meal expenses will not be paid to any officer while in Memphis, as this will be covered by the monthly stipend. Travel on Association business outside of Memphis will be reimbursed per Section VII of the FDX MEC Policy Manual.
- k. Incidental expenses
  - (1) Working meals and other incidental expenses for Association business will be paid/reimbursed via an expense report.
- l. International override
  - (1) International override will not be paid to a FDX MEC officer.

## **SECTION IV – MEETINGS**

### **A. FREQUENCY**

1. The MEC Chairman shall call at least three (3) regular meetings per year. Additional regular or special meetings shall be called as required. In accordance with the ALPA Constitution and By-Laws, the President of the Association or the MEC Chairman may call a Special meeting at any time. The MEC Chairman may call a special meeting by teleconference at any time. A special meeting shall be called by the Chairman or the President upon the written request of thirty percent (30%) of the members of the Master Executive Council. Such written request to the Chairman or President for a special meeting shall list the time, place, and item(s) to be discussed at the meeting.
2. All regular MEC meeting dates shall be tentatively scheduled by the end of June, one year in advance, by the MEC Secretary/Treasurer, and they shall not conflict with national holidays.
3. All meetings of the MEC shall normally be held in the FDX MEC offices located in Memphis, Tennessee, unless another location is approved by majority vote of the MEC or held in conjunction with the biennial ALPA Board of Directors meeting.
4. Regular meetings shall be scheduled for a duration that is realistic in its time frame to adequately deal with each agenda item.
5. Regular meetings shall normally be scheduled to convene at 0900 on the first day and to adjourn at 1300 on the last day. Travel before and after the meeting will be included for computing trip drop for attending MEC members, and it will be commensurate with CBA travel parameters. MEC members are encouraged to minimize costs to the Association by bidding around meetings, jumpseating, etc.
6. MEC Members shall schedule their transportation so that they will be available for all scheduled events.

### **B. NOTIFICATION**

1. Each member of the MEC shall be notified of the exact date(s) established for regular MEC meeting(s) prior to the bid opening date for the meeting month. Such notification shall include the location, time of meeting(s) and tentative agenda for the meeting.
2. The proposed Order of Business will be distributed to the MEC and committee chairmen fifteen (15) days prior to the first day of the meeting. This mailing/e-mail will also include the advance agenda items and available committee reports.
3. Regular meetings will not be cancelled until every effort has been made to contact each member of the MEC, and the concurrence of the majority of all the MEC is obtained.
4. The MEC Chairman shall make available the location, the proposed Order of Business, including the advance agenda items, on the FDX MEC website and via email at least seven (7) calendar days prior to a scheduled regular MEC meeting.



### C. AGENDA FOR REGULAR MEC MEETINGS

1. There shall be no restriction on business conducted at any meeting of the MEC. However, no business shall be acted upon without fifteen (15) calendar days' notice of an agenda item to all members of the MEC prior to any meeting, or 2/3 approval of the MEC. However, the President of the Association or the MEC Chairman may submit any agenda item at any time before the close of the meeting.
2. The FDX MEC Chairman shall place on the Order of Business any item submitted by an MEC member or chairman of a standing or special committee if it is submitted twenty-one (21) calendar days prior to the first day of the scheduled meeting. Without twenty-one (21) calendar days' notice, unanimous approval of the MEC or the FDX MEC Chairman is required, unless the item is presented by a Local Council Chairman as the product of a Local Council Resolution. Any item submitted by a Local Council Chairman as the product of a Local Council Resolution shall be placed on the Order of Business of the next scheduled Regular MEC Meeting, regardless of the time between the resolution and the next scheduled Regular MEC Meeting, and it shall be accepted as a late agenda item if the Local Council Meeting and the Regular MEC Meeting run concurrently. If there will be insufficient time during the scheduled Regular MEC meeting to address all agenda items, the officers will prioritize the list and schedule appropriately.
3. All agenda items are to be submitted to the MEC Chairman or his designated representative. Each agenda item must include a specific recommended solution, or a requested committee or MEC subcommittee for further research, and all appropriate background and policy.
4. The MEC Chairman or his designated representative, prior to the meeting, shall coordinate a review of each agenda item and shall attach appropriate background information and policy to the official agenda.
5. At the discretion of the FDX MEC Chairman, agenda items for each meeting may be assigned to an appropriate MEC subcommittee and/or committee(s) for research and recommendations prior to the meeting. The FDX MEC Chairman shall establish priorities for guidance to these subcommittees. For agenda items presented to the MEC by a Local Council Chairman as the product of a Local Council Resolution, preference shall be given to the FDX MEC subcommittee of which that Local Council Chairman is a member.
6. The MEC Secretary/Treasurer's report shall be placed on the Order of Business for each of the regularly scheduled MEC meetings.
7. The MEC Chairman's report will normally be given during the first day of each MEC meeting and shall contain an outline of the MEC Chairman's activities regarding action items passed at the previous MEC meeting and any ongoing current activities.
8. The MEC Chairman or his designated representative will include realistic times on the agenda for all committee reports and guest speakers. The time allotted will include time for questions and answers. The time limits of the agenda will be strictly observed. An MEC officer will inform the committees or guests of the time allotted for their presentation and will stop the report or questions and answers when time has expired unless extra time is approved by a majority of the MEC.

#### D. QUORUM

A quorum will be considered to have been established when a simple majority of the MEC members are present in person or by phone. A quorum cannot be established nor maintained via proxy.

#### E. SUBCOMMITTEES

1. In order to expedite the conduct of business at MEC meetings, agenda items will be assigned to MEC subcommittees for initial consideration and recommendations prior to full consideration by the MEC, when appropriate.
2. Tasks will be assigned according to present workload of the subcommittee with secondary consideration of the particular expertise of individual subcommittee members.
3. MEC subcommittee recommended resolutions shall be distributed prior to any discussion of that agenda item.
4. Before all MEC meetings, subcommittee meetings shall normally be scheduled immediately before any official business for at least one-half hour on the second day and every day thereafter. The chairman from each subcommittee shall be selected by subcommittee participants.
  - a. Subcommittee #1 – Blocks 1, 3, 5, 12 and 13
  - b. Subcommittee #2 – Blocks 2, 4, 6, and 9, and 14
  - c. Subcommittee #3 – Blocks 7, 8, 10 and 11
5. Any member of the MEC may request to participate in any subcommittee subject to approval by the MEC. The MEC shall retain the ability to remove and/or add any person to a subcommittee according to that individual's particular expertise, knowledge or interest in a particular subject.

#### F. GUESTS AND VISITORS

1. Guest speakers, including Company officers and industry spokesmen who appear before the MEC in session, do so at the invitation and discretion of the MEC Chairman.

#### G. MEMBERS AT LARGE

1. Normally, members at large should use their Local Council meetings to address their concerns. It is the responsibility of their elected Seniority Block Status Representative to bring those issues requiring MEC attention to the MEC per the ALPA Constitution and By-Laws.
2. A time shall be scheduled on a day deemed appropriate during which any member may be allowed to address the MEC. The time shall be divided equally among the speakers, however the time allocated shall not exceed ten (10) minutes per speaker. With approval by a majority of the MEC, a speaker's allotted time may be extended.
3. Members attending the MEC meeting may be given the privilege of the floor during debate of an MEC agenda item by a majority of the MEC. If the privilege is granted, the time used by the speaker shall not exceed five (5) minutes.

4. FPL and expenses will not be authorized for members at large.

## H. VOTING

1. All matters brought before the MEC will be determined by the voting procedures of the ALPA Constitution and By-Laws, the ALPA Administrative Manual, the FDX MEC Policy Manual and Robert's Rules of Order—Newly Revised, in that order.
2. Proxies shall be in writing, signed and dated with the exception of proxies submitted by electronic mail. Proxies submitted by electronic mail shall be submitted from the member's ALPA email account to the MEC Secretary/Treasurer or Office Supervisor/Meeting Coordinator's ALPA email account. A proxy is not permitted when the member granting the proxy is personally present at the MEC meeting to which the proxy applies. In determining whether to grant or deny a proxy, the MEC Chairman shall consider and weigh the facts and circumstances underlying the member's anticipated absence. This is not to imply that the individual must be physically absent from the building in which the MEC meeting is being conducted. Because proxy voting is generally incompatible with the essential characteristics of a deliberative assembly in which membership is individual, personal, and nontransferable, the granting and revocation of proxies shall be narrowly constrained. Members who desire to grant or revoke a proxy are strongly encouraged to assert the proxy or revocation well in advance of its perceived necessity. Revocations shall be in writing, signed, and dated with the exception of revocations submitted by electronic mail. Revocations submitted by electronic mail shall be submitted from the member's ALPA email account to the MEC Secretary/Treasurer or Office Supervisor/Meeting Coordinator's ALPA email account.
3. The MEC Chairman shall vote only in the event of a tie.
4. Any MEC member may call for a roll call vote on any vote taken by the MEC except where roll call is prohibited by the ALPA Constitution and By-Laws. Each MEC member shall have one vote for each active member in good standing in his block. For the purpose of roll call voting, the MEC Secretary/Treasurer shall have available, for each MEC meeting, a current report of the number of active members in good standing represented by each Seniority Block Status Representative. A copy will also be given to each Seniority Block Status Representative at the beginning of each MEC meeting.
5. Prior to the commencement of voting by the MEC on any resolution, that resolution's final wording shall be presented in writing to the MEC members in attendance or with the concurrence of the MEC can be provided electronically.
6. The record of individual votes on matters before the MEC may be reflected in the minutes at the request of any MEC member.

## I. MEETING RECORDS

1. The MEC Secretary/Treasurer shall make suitable arrangements for the taking of the minutes of each meeting.
2. Distribution of the unapproved minutes to the MEC will be made within fourteen (14) calendar days after the close of each meeting. MEC members will have a review period of

seven (7) calendar days after distribution of the unapproved minutes to request changes. No unapproved minutes will be posted to the FDX MEC website.

3. Approval of the MEC meeting minutes will occur no later than the last day of the next regularly scheduled MEC meeting. After approval, the minutes will be posted on the FDX MEC website.
4. Approved minutes of the MEC meetings will be available to any member in good standing through the MEC Secretary/Treasurer.
5. The following items shall be included in the minutes:
  - a. MEC members in attendance and proxies
  - b. Guests and ALPA employees in attendance
  - c. Date(s) and location of meeting
  - d. Actions and rulings of the Chairman
  - e. All voting and elections
  - f. Motions and resolutions, including any related amendments and substitutes to said motions and resolutions
  - g. Statements of the Chairman concerning how a matter will be handled (for example, when the MEC Chairman will be taking action in lieu of a MEC resolution)
  - h. The Secretary will keep “general minutes” of the meeting to indicate the nature of the business being conducted at any given point in time.
6. In addition to the published meeting minutes, actions taken and current status of any agenda item that is submitted to the MEC by a Local Council Chairman as the product of a Local Council Resolution shall be published in an Agenda Item Update within ten (10) business days of the adjournment of any Regular MEC Meeting during which such items are considered, and at least once during each month during which a Regular MEC Meeting is not conducted. Such updates shall be made to all members by posting on the FDX ALPA MEC website or by other appropriate electronic means. Each update shall indicate the FDX MEC subcommittee to which the agenda item is assigned and the members of that subcommittee if they differ from the standard makeup of those subcommittees as prescribed in the FDX MEC Policy Manual (SECTION IV, Paragraph E.4.). Each update shall be prepared by a member of the assigned FedEx MEC Subcommittee and shall include actions taken and the current status of the agenda item.
7. The movers of all resolutions and amendments that are passed at the MEC meeting shall promptly submit legible copies to Secretary/Treasurer.
8. The use of recording devices during open and closed sessions of the MEC is prohibited and such devices are banned from the meeting rooms. All computer speakers, cell phones and pagers must be turned off or silenced. Cell phone conversations shall take place outside the meeting room. The Chairman is responsible for notifying guests and visitors of this rule.

## J. USE OF PERSONAL ELECTRONIC DEVICES

Personal electronic devices, including laptop computers, shall not be opened or utilized while MEC business is being conducted unless required for the conduct of the business at hand.

## K. SPECIAL MEETINGS BY CONFERENCE CALL

1. A Special Meeting via conference call is no different than one held in person. All the requirements pertaining to access, voting, proxies and record keeping remain the same. They will be handled in accordance with the ALPA Constitution and By-Laws and the ALPA Administrative Manual.
2. During roll call for conference call meetings, all MEC members, officers, and invited participants shall announce any guests in attendance.

## L. EXECUTIVE SESSIONS

1. MEC meetings may be moved to go into Executive Session at any point with a majority vote of the MEC.
2. The MEC Chairman will determine who may remain at the meeting while the MEC meets in Executive Session with concurrence of the majority of the MEC.
3. There shall be no record keeping, by any party, of the debate held within Executive Session. The minutes shall only reflect the motions to go into and come out of Executive Session.

## M. MEETINGS WITH COMPANY REPRESENTATIVES BY MEC OFFICIALS

1. Any request for a meeting by the MEC, a MEC Committee, or from FedEx Corp/FedEx Express representatives shall be routed through the MEC Legal Department.
2. Prior to any scheduled meeting with FedEx Corp/FedEx Express representatives, the committee chairman or MEC official shall brief the MEC Chairman and the Negotiating Committee Chairman or their representative(s) in regard to the nature of the meeting. Approval to go forward with the meeting will come from the MEC Chairman or his designee. The MEC Chairman and the Negotiating Committee Chairman, or their respective designees, in consultation with the MEC Legal Department, will determine if a Negotiating Committee member's and/or MEC legal council's presence is required at the meeting.
3. Prior to any meeting, the agenda shall be clearly established.
4. During any official discussions with FedEx Corp/FedEx Express Labor Relations representatives, and/or Executive Management, at least two pilots (Officers, Seniority Block Status Representatives, committee chairmen, or committee members), as well as MEC Legal Counsel, shall be present at all meetings.
5. Should a project or meeting conducted by a committee require the assistance of members of another MEC Committee, the committee chairman requesting the assistance must obtain the approval for this assistance from the committee chairman of the member in question.

6. During the conduct of any meeting, should the discussions depart from the previously stated agenda, the lead MEC official shall notify the management representatives that discussions cannot be continued on the off-agenda items.
7. The Negotiating Committee is the only negotiating agent for the MEC. Committee chairmen or MEC officials shall not negotiate, alter or change any provisions of any agreement between the Association and FedEx Corp/FedEx Express until specifically authorized to do so in accordance with the ALPA Constitution and By-Laws and this FDX MEC Policy Manual.
8. Should a committee chairman's or MEC official's meeting with FedEx Corp/FedEx Express representatives reach a point where potential solutions or settlements are proposed, the settlement or proposal must be forwarded to the MEC Officers, Negotiating Committee Chairman, MEC Legal and the Grievance Committee Chairman, as appropriate, for their review and appropriate discussion prior to any commitment.
9. After any meeting, the MEC representatives shall compile a report of what transpired at the meeting, to include a listing of those present, the items discussed, any proposed resolutions and any subjects that were brought up that were not on the previously stated agenda. This report will be placed in a letter to be sent to the MEC Officers, Negotiating Committee Chairman and the Legal department, as well as FedEx Corp/FedEx Express Management representatives who were present at the meeting. This report should be submitted in a timely manner.

#### N. DOMICILE MEETINGS

1. The MEC Chairman should schedule at least one Domicile Meeting per year at each domicile outside Memphis. At a minimum, the Domicile Meeting attendees should consist of the MEC Chairman or MEC Vice Chairman, that domicile's Seniority Block Status Representative(s) and appropriate MEC Committee Chairmen. Domicile Meetings can be concurrent with a Local Council Meeting.

#### O. MEMPHIS BI-MONTHLY DOMICILE MEETINGS

1. To the maximum extent possible, there should be a bi-monthly meeting at the Memphis domicile hub during both the day and night hub turns. These meetings are designed to provide an update of Association and MEC business to the membership at large, as well as providing the membership an opportunity to meet with union officials.
2. The MEC Chairman or his appointed designee shall administer these meetings.

#### P. NON-STATUS LOCAL COUNCIL OFFICERS

1. For Local Councils with a single status representative, one Non-Status Local Council Officer will be afforded all expenses except FPL to attend regular or special MEC meetings.
2. With approval of the MEC Chairman, Non-Status Local Council Officers may attend special MEC meetings by teleconference and MEC conference call briefings.
3. After signing a confidentiality agreement in accordance with Section X.B.1. of this manual, Non-Status Local Council Officers shall be included in the FDX MEC email distribution

list. Such inclusion is for information only purposes and shall not authorize any Non-Status Local Council Officer to respond to or participate in any email chain other than through their Status Block Representative.

**SECTION V –  
NOMINATIONS AND ELECTION PROCEDURES FOR  
MEC OFFICERS AND EXECUTIVE VICE PRESIDENT**

**A. NOMINATIONS**

1. Nomination of an MEC officer or Negotiating Committee member.
  - a. An election shall be announced and scheduled so as to provide an opportunity for MEC members to seek out potential candidates. For normal cycle elections, such notification will be no later than thirty (30) days prior to the election. Special circumstances may dictate a shorter time frame, in which case, appropriate electronic means may be used as a means of announcing the vacancy.
  - b. An MEC member contemplating a nomination shall contact the candidate to ascertain his willingness to serve and afford him the opportunity to appear before the MEC for the purpose of making a statement and responding to questions.
  - c. When an election for an MEC position is on the MEC meeting agenda, nominations will normally be held prior to voting for each position.
  - d. Each member of the MEC has the privilege of nominating one qualified candidate for each position to be filled. A candidate must be an active member in good standing. Nomination speeches are not required
  - e. Following the close of nominations for each position, each candidate for an MEC position shall have the opportunity to address the MEC for a five-minute period followed by a question and answer period.

**B. ELECTIONS**

The election procedures of Section V. C. of this Policy Manual will govern:

1. MEC Officers
  - a. The election of new MEC Officers should normally take place a maximum of 90 days and a minimum of 30 days prior to the expiration of the terms of the incumbent officers to provide a transition period.
  - b. In accordance with the ALPA Administrative Manual, the officers of the MEC shall be elected for a fixed term of two (2) years beginning April 1. In the event of a mid-term vacancy in an office for any reason, a successor shall be elected to serve the remainder of the term.
  - c. Should the election of an MEC Officer be required due to a vacancy in office prior to the expiration of the incumbent officer's term, the election should be scheduled to provide as much of a transition period as possible.



d. If the election of more than one MEC officer position occurs at the same MEC meeting, the Master Chairman shall be elected first, followed by the Vice Chairman, and then the Secretary/Treasurer.

e. It is the policy of the FDX MEC that a candidate for an MEC officer position who currently holds a Local Council officer position is strongly encouraged to resign his Local Council officer position using the procedures set forth in the ALPA Constitution and By-Laws to be effective on the date he assumes the MEC officer position.

1. Replacement of Negotiating Committee Members

a. Should it become necessary to replace a member of the Negotiating Committee, other than the Negotiating Committee Chairman, nomination and approval shall be conducted at the next regular or special MEC meeting.

b. Should it become necessary to replace the chairman of the committee, the entire committee should be replaced at the next regular or special MEC meeting.

2. ALPA Executive Vice President, Group A

a. The MEC shall elect a member to serve in the position of ALPA Executive Vice President in accordance with the ALPA Constitution and By-Laws.

b. Notification of this election shall be made to the membership at least 30 days prior to the ALPA Board of Directors meeting.

c. The MEC Chairman and each MEC member may nominate a candidate for ALPA Executive Vice President.

d. Election of the ALPA Executive Vice President will be conducted on a roll-call basis, in accordance with the ALPA Constitution and By-Laws and ALPA Administrative Manual.

C. ELECTION PROCEDURES

1. MEC officer elections shall be held via secret ballot.

2. The MEC Secretary/Treasurer shall normally be the Teller for each vote. Should the MEC Secretary/Treasurer be a candidate for the position or be otherwise unable to serve as Teller, the MEC Chairman will appoint a Teller from among the members in good standing, other than an MEC member, in attendance. The Teller shall determine that each MEC member who is present (in person or by valid proxy) has cast his vote or decided to abstain prior to proceeding with the tally.

3. To be elected, a candidate must receive a majority of votes cast for nominated candidates by the MEC members present or represented by proxy (not counting

abstentions). An MEC member may request a recess for a reasonable period at any time a vote is not actually in progress.

4. If no candidate receives a majority of votes prior to re-voting, the slate of candidates shall be reduced as follows:
  - a. The slate of candidates shall be reduced by:
    - 1) All candidates receiving zero votes, or;
    - 2) If no candidate receives zero votes, the one candidate receiving the fewest votes.
  - b. The slate of candidates shall not be reduced if two or more candidates tie for the fewest votes.
  - c. Voting by the MEC will continue in this manner until a candidate is elected.

## **SECTION VI – PARLIAMENTARY LAW**

MEC meetings shall be conducted in accordance with the ALPA Constitution and By-Laws, the ALPA Administration Manual and the FDX MEC Policy Manual. If there are questions not provided for in the ALPA Constitution and By-Laws, the ALPA Administrative Manual or the FDX MEC Policy Manual, then Robert's Rules of Order – Newly Revised will apply.

## **SECTION VII – ACCOUNTING AND FINANCE**

### **A. FLIGHT PAY LOSS (FPL)**

1. The purpose of the FDX MEC FPL is to ensure that members are not penalized for dropping trips to perform ALPA work nor are they enriched by this policy. ALPA encourages members to volunteer their time to perform ALPA work to the maximum extent possible. The FDX MEC FPL policy shall not be less restrictive than the ALPA Administrative Manual.
2. Each ALPA volunteer who is assigned FPL shall make every effort to prudently control the resultant expenses incurred to the MEC or ALPA National. Trips dropped to perform ALPA work should not exceed the amount of time required to perform ALPA work. Travel time is included as part of ALPA work. Any days of trip removal in excess of the time required to perform ALPA work may be repaid with either Association Fly Back (AFB) per the CBA or a day of ALPA work scheduled in the future. The responsibility to repay the Association lies with the individual member. The member has 120 days from the completion of the bid month in which he was removed from trips to repay the Association; the MEC Secretary/Treasurer may grant a 30-day extension for extenuating circumstances. The MEC Chairman shall call a special teleconference as soon as possible to discuss possible Article VIII charges if the above “trip drop policy” is abused.
3. Compensatory days off (later trip drop) equivalent to days off spent performing ALPA work on not more than a one-for-one basis, may be authorized by the MEC Secretary/Treasurer or in his absence, another MEC officer designated by the Secretary/Treasurer. Compensatory days off must be taken within sixty (60) days of the days of ALPA work (which may be extended by the MEC Secretary/Treasurer or in his absence, another MEC officer designated by the Secretary/Treasurer, if the Company denies trip drops within the time limit) and shall not normally exceed 20 days per member each calendar year. A pilot who has received FPL or another form of compensation or stipend under ALPA or MEC policy for days spent performing ALPA work shall not receive compensatory days off for those days. Total compensation for a month in which a pilot receives compensatory days off (later trip drop) shall not be more than the applicable reasonable equivalent of monthly maximum hours that could be earned by the pilot.
4. Flight pay loss is subject to the following:
  - a. Members shall not request trip removal directly from the Company. All trip drop requests shall be routed through the FDX MEC office. The preferred method to request a trip drop is the ALPA FDX MEC website. To the maximum extent possible, members shall submit known required trip removals for the scheduled bid month prior to the close of the Conflict Input Window.
  - b. It is the Secretary/Treasurer’s responsibility to review and approve all trip removal requests. However, he may designate another MEC officer to act in his absence. The FDX MEC office shall notify Flight Management of the required particulars of the trip drop.

- c. Each committee chair shall be responsible to ensure the assigned duties are performed and shall account for the flight pay loss in accordance with the ALPA Administrative Manual and the FDX MEC Policy Manual. At the discretion of their committee chair, committee members may be authorized FPL while performing assigned duties. Those assigned duties may include work performed on or off ALPA property.
  - d. Self-authorization of trip removal is not permitted.
  - e. All pilots on full-time FPL shall maintain a calendar to account for days worked and submit their calendars to the MEC Secretary/Treasurer.
5. For any committee that has exceeded its budget for the year, the MEC Secretary/Treasurer shall conduct a budgetary review of that committee to determine the needs of the MEC prior to considering any FPL requests from that committee.
  6. After a trip/reserve day has been removed from a member's line for ALPA business, flying done within the footprint of the dropped trips, must be disclosed to the MEC Secretary/Treasurer and with a copy to the FRC Chairman within five days of the completion of the trip. Failure to disclose flying within the footprint of dropped trips or R-days may result in Article VIII charges against the member.
  7. No FPL shall be authorized for members while on sick leave exceeding 90 days, medical leave or disability status except that the MEC, by resolution, may approve a pilot to receive full FPL or some combination of FPL or other compensation for performance of authorized union assignments.
  8. A pilot, not on full-time union business, granted FPL shall receive the full value of the trip pairing, including any applicable overrides.
  9. Section 18 of the CBA shall govern members removed from trips for ALPA business.
  10. The MEC Secretary/Treasurer shall, on a quarterly basis, make a year-to-date budget report presentation to the MEC. This report shall include FPL/compensation received by members and shall be made available to the membership.
  11. Pilots who have been on full time FPL continuously for greater than 1 year and deposited days into the ALPA Days Off Vacation Bank have 2 years after leaving full time FPL status to utilize these vacation days or they are forfeited. The MEC Secretary/Treasurer has authority to allow an extension. This restriction applies for vacation accrued and banked after June 10, 2016.

## B. MEC EXPENSE BILLING

1. The term direct billing refers to the procedure of billing the MEC office directly for expenses without having to complete an ALPA expense report for reimbursement.
2. This policy allows pilots that work full-time at the MEC Office to review his/her charges prior to payment.
3. All other expenses shall be reimbursed via ALPA expense report procedures.

### C. REVIEWS AND BUDGETARY CONTROL

1. Reviews of MEC finances shall be conducted in accordance with the ALPA Administration Manual.
2. Each review conducted for the MEC will include all accounts of the MEC. MEC, charity and merger accounts will only be maintained in those institutions approved by resolution of the MEC.
3. ALPA shall conduct an internal MEC review each time a new MEC Secretary/Treasurer is elected into office. This review shall be completed within three months from the commencement of the term of office for the new MEC Secretary/Treasurer.
4. Any time a committee's actual expenditures are ten percent (10%) over its quarterly budget, the MEC Secretary/Treasurer will advise the committee chairman and brief the MEC at the next quarterly meeting.
5. Any time a committee's actual expenditures are twenty percent (20%) over its quarterly budget, the MEC Secretary/Treasurer will immediately advise the MEC and institute appropriate budgetary controls on that committee.
6. Members in good standing may review the Association's financial records in the FDX MEC office and/or at ALPA Headquarters. The ALPA staff will provide the records and conduct the review in accordance with the ALPA Constitution and By-laws and the ALPA Administrative Manual. These reviews will occur during normal business hours. Questions arising from a financial review will be presented to the MEC Officers and the FRC.

### D. MEAL EXPENSES

1. The MEC will reimburse pilots for meal expenses when they are performing union work in accordance with ALPA National Meal and Incidental Expense policy. Expenses must be submitted via the current electronic ALPA expense reporting system.
2. Restaurant receipts for meals that are required to perform Association business shall be reimbursed only under the following conditions:
  - a. A meal is required to host a person or persons that is an outside entity of the Association and is in furtherance of Association business.
  - b. A meal is conducted with Association workers that, due to circumstances, require continued work through a mealtime.
  - c. Meals that a committee chairman deems appropriate (and has prior officer approval for) to reward or thank the committee members and possibly their spouses who have given time as volunteers (not on trip pay loss) to further the business of the Association. Appropriate receipts must verify these expenses. The names of the attendees and business purpose shall be written on the back of the receipt.
  - d. Venues for union paid meals should be commensurate with the business purpose. Meals for vendors, staff, and pilot volunteers should be in the price range of the authorized amount for that meal per the ALPA Administrative. Deviations from this are authorized by an officer of the union for hosting outside officials or dignitaries such

as members of Congress, FAA, NTSB, etc., or for an occasional reward for extraordinary work by staff members or pilot volunteers.

#### E. INCOME TAX GROSS-UP PAYMENT

ALPA pilot representatives who are subject to payment of federal, state and/or local income taxes and FICA on ALPA paid expenses, including expenses for lodging, transportation, meals and other expenses incurred and reimbursed because the representative is either (a) based in the locale where the pilot office is located (but maintains his primary residence in a different geographic area) or (b) lives in the city where the MEC office is located, may receive a “gross-up” payment calculated so that the member does not personally incur income tax liability on such taxable ALPA reimbursed expenses as outlined in the ALPA Administrative Manual.

#### F. DRY CLEANING

The MEC will reimburse dry cleaning expenses per the ALPA Administrative Manual with the exception that pilots who are doing full-time work in the MEC Office be excluded from the five-day limitation of being away from base.

#### G. PURCHASE APPROVAL

Committee chairmen can authorize purchases up to \$300.00. All purchases over \$300.00 require approval by the MEC Secretary/Treasurer.

#### H. TRAVEL BOOKING PROCEDURES

##### 1. Airline Ticket Reservations

- a. It is incumbent upon the member to minimize travel costs. Travel shall be conducted on ALPA carriers to the maximum extent practical. In the event that comparable fares are available on both ALPA and non-ALPA carriers, travel will be booked on the ALPA carrier. The member shall submit a travel request utilizing the FDX ALPA booking process outlined below for airline travel. If a member can procure a better price than can be found using FDX MEC resources, then the member must first contact the FDX MEC Secretary/Treasurer or his designee to obtain approval. A comparable ticket shall be priced for that travel plan and compared with the ALPA travel booking reference fare obtained from the FDX ALPA Travel Coordinator. Upon approval, he may then purchase airline tickets with his own credit card. At the completion of travel, the member shall submit an expense report in a timely manner with the original receipt and boarding pass explaining the savings to the Association. The member shall enter the reference fare quoted from FDX ALPA in the notes section of the expense report.
- b. Guidance for Air Travel parameters shall be CBA Section 8 (Deadheading) and applicable FedEx policy.
- c. FedEx ALPA booking process:

- (1) Member fills out Travel Request form on the FDX ALPA website.
  - (2) Member's Committee Chair approves travel request.
  - (3) Travel Request is ticketed and issued.
- d. In the event travel plans change such that the reservation is no longer needed, it is the member's responsibility to cancel the airline ticket as soon as possible. FDX ALPA utilizes FDX Corporate Travel Department in servicing its airline travel requirements. The member is allowed to cancel any airline booking made through FDX Corporate Travel with that department. All subsequent bookings shall be made through the FDX ALPA booking process. Any changes that would result in additional charges or fees shall be made through the FDX ALPA booking process. Changes of a time-critical nature which must be made outside of normal office hours may be made by the individual and details of the transaction shall be communicated to the FDX ALPA travel coordinator without undue delay.

## 2. Rental Car Guidelines

- a. Committee members shall obtain approval from their respective committee chairman and the FDX MEC Secretary/Treasurer prior to engaging in a rental agreement. The member is responsible for reserving the appropriate automobile when authorized.
- b. When determining the ground transportation requirements, the member should consider the length of time the vehicle is required, the availability of public transportation and/or taxis, the proximity of locations the member will need to visit and whether transportation needs can be met by facilities the member may be utilizing.
- c. Damages sustained to rented autos in use for authorized ALPA business will be paid directly by ALPA. This policy excludes any deductibles on personal automobiles used on ALPA business. The member shall not purchase additional insurance while on ALPA business and it will not be reimbursed.
- d. Every effort shall be made to minimize fuel fees when entering rental agreements.
- e. At the completion of the rental agreement, the member shall submit the expense in a timely manner.
- f. Rental agreements should not normally be entered into in excess of two (2) calendar weeks. If transportation is required beyond that timeframe, authorization for such shall be obtained from the FDX MEC Secretary/Treasurer or his designee prior to entering any agreement.
- g. The following guidelines shall be used when determining the size of vehicle authorized. No-charge upgrades offered by the rental company are acceptable.



Up to Two (2):	Compact
Three (3) to four (4):	Mid Size
Four (4) or greater:	Van/SUV (requires FDX MEC Secretary-Treasurer prior approval).

- h. At the completion of travel, the member shall submit the car rental expense reimbursement request in a timely manner including the original receipt.

### 3. Lodging Guidelines

- a. Members shall make lodging requests through the FDX ALPA travel coordinator using the Hotel Reservation Request form on the FDX ALPA website.
- b. At the completion of travel, the member shall submit the hotel expense reimbursement request in a timely manner including the original receipt.

### I. VACATION

FDX Pilots (other than MEC Officers) performing ALPA duty during scheduled vacation are governed by the provisions in the ALPA Administrative Manual and the Collective Bargaining Agreement as applicable for vacation administration.

## **SECTION VIII – COMMITTEES OF THE MEC**

### **A. GENERAL**

#### **1. Formation of Committees**

- a. The MEC Chairman, subject to approval by a majority vote of the MEC, shall establish, disband and consolidate committees. He shall appoint committee chairmen (with the exception of the Negotiating Committee Chairman) with the majority approval of the MEC. He may remove any chairman or member of any committee (with the exception of the Negotiating Committee) or as provided for in the ALPA Constitution and By-Laws.
  - (1) The MEC Chairman may temporarily suspend the authority and/or actions of any committee or individual member thereof subject to final review and action by the MEC. The MEC Chairman shall immediately notify the MEC that a suspension has occurred.
  - (2) The chairman of a committee may be removed from chairmanship thereof without necessarily removing him from that committee.
- b. All committee assignments shall be restricted to Association members who are in good standing.
- c. Unless otherwise stated in this Section, the MEC Chairman will appoint an interim chairman for a committee so that an announcement can be made through the Communications Department concerning a vacant or new chairman position. The position will be posted for a minimum of thirty (30) days. At the next regularly scheduled MEC meeting, the MEC will vote on the permanent chairman. He must be confirmed by a majority vote.
- d. Unless otherwise stated in this Section, committee chairmen may appoint a vice chairman. If a vice chairman is appointed, that appointment will be confirmed by a majority vote of the MEC.
- e. Unless otherwise stated in this Section, the committee chairman will choose the members who work on their individual committees. Committee chairmen will immediately notify the MEC Vice Chairman of any committee member additions or deletions.
- f. Each committee shall consist of a chairman selected under Section VIII.A.1. A vice chairman and additional members, as required, will be appointed by the committee chairman and approved by the MEC Chairman.
- g. Unless otherwise stated in this Section, committee chairmen and committee members will serve at the discretion of the MEC.
- h. All committees, committee chairmen and, where feasible, committee members will be listed on the FDX MEC website.

## 2. MEC Responsibility

- a. It is the responsibility of the MEC to properly charge each committee. Such charge shall include, as a minimum, the scope and duties of the committee and the coordinating and reporting procedures. Such charge must be added to the FDX MEC Policy Manual if not otherwise contained therein.

## 3. Committee Chairman Responsibilities

- a. The committee chairman shall be responsible to the MEC for the adherence of his committee to the scope and authority delegated to it, as well as the efficient handling of its assignment.
- b. A committee chairman shall request clarification from the MEC Chairman at any time he is not sure of the scope, authority or duration of authority of his committee.
- c. Each committee chairman is responsible for submitting an annual budget to the Secretary/Treasurer. This budget shall include all anticipated expenses for the following year.
- d. If an issue arises with an individual committee member, the Committee Chairman and the three officers will determine the best course of action. If consensus is not reached between the Committee Chairman and the MEC Chairman, the matter will be brought before the MEC for a decision.

## 4. Committee Responsibilities

- a. All committees, in conformance with MEC directives, policies and resolutions will assist the MEC Chairman in administering the business of the MEC.
- b. Non-members will receive only the representation required by law. Any non-member or any member who retires non-current in his financial obligations to ALPA should not expect and will not receive support or assistance of any kind from ALPA resources after his retirement.
- c. The MEC is the policy-making body for the ALPA members at FedEx Express. Therefore, no committees of the MEC shall make or amend MEC policy. However, part of any committee's duties is to recommend policy and changes in the committee organization or the scope of its duties and responsibilities.
- d. With the exception of the Negotiating Committee, and the Grievance Committee, as applicable, MEC committees do not have the authority to negotiate changes to any provision of the Agreement between the Company and the Association.
- e. When a committee member becomes aware that an outside entity is seeking an agreement, letter, or similar document with the MEC or Association, or becomes aware that such a document may become a part of a committee project, the member shall immediately notify the committee chairman who shall notify the MEC Chairman via written correspondence. Committees shall not make statements (verbal or written) to management, membership, media representatives, or other outside parties providing the MEC's position on any issue unless the MEC Chairman and the MEC have established that position. Those serving on MEC committees shall carefully avoid offering personal opinions to management, membership, media representatives, or other outside parties

that could be misconstrued as an official MEC position by virtue of the member's committee affiliation. When an official position has not been established, or when a committee member is not aware of the MEC's position, such requests shall be submitted to the MEC Communications Department and guidance obtained before a response is made.

- f. Committee members shall not make statements (verbal or written) to management or membership stating the MEC's position on any issue unless the MEC Chairman and/or the MEC have established that position. When an official position has not been established, or when a committee member is not aware of the MEC's position, committee members shall refer the party to the MEC Communications Committee.
  - g. MEC committee members shall avoid offering personal opinions that could be misconstrued as an official MEC position by virtue of the member's committee affiliation.
  - h. Committee members shall not communicate with media or other outside parties. Requests for communication should be referred to the MEC Communications Committee.
  - i. MEC committees, while reporting to the MEC in session, shall report a minority opinion if one exists, as well as the majority opinion.
  - j. Any dispute concerning recommendations or commitments of an MEC committee shall be resolved by the MEC. All parties to the dispute shall have an opportunity to express their position to the MEC and documented facts substantiating this position shall be presented to the members of the MEC prior to an MEC meeting.
  - k. All direct tasking of MEC staff persons shall be coordinated through the MEC Chairman or his designee. Requests for staff tasking by an MEC committee member shall be coordinated through the respective committee chairman.
  - l. All committee recommendations to and requests of the MEC will, when possible and appropriate, be reduced to writing, and they will first be presented to the MEC Chairman. If possible, such recommendations and requests will be distributed to the members of the MEC at least fifteen (15) days prior to an MEC meeting.
  - m. All committee members are urged to minimize their committee's flight pay loss whenever possible.
  - n. Should a project or meeting conducted by a committee, require the assistance of members of another MEC committee, the committee chairman requesting the assistance must obtain the approval for this assistance from the committee chairman of the member in question.
5. Turnover Folders
- a. All standing committees are encouraged to maintain a turnover folder so that another member could run the committee in the absence of the committee chairman. The following guidelines may be used, but are not a requirement.
  - b. Committee Turnover Folder
    - (1) Committee Mission Statement

- (2) Chairman/Vice Chairman/Members
    - Name
    - Telephone
    - E-mail Address
    - Mailing Address
  - (3) ALPA/MEC Staff Contacts:
    - Names and Contact Info
  - (4) Company Contacts:
    - Names and Contact Info
  - (5) MEC Property Assigned to Committee Including ALPA Asset Numbers and current location or custodian
  - (6) Current Projects and Assigned Tasking
    - (a) Project's Estimated Completion Dates
    - (b) Project's Committee Point of Contact
    - (c) Future Projects
  - (7) Budget Status
    - (a) Current Budget Status (annual/quarter)
    - (b) Proposed Budget for Upcoming Quarter/Year
6. Trip removal by management
- a. When a committee (with the exception of the Negotiating Committee) is requested by management to participate in a meeting or activity, the benefit to the membership shall be the determining factor in requesting Trip Removal Pay. When the benefits of the committee's participation are mostly in favor of management, the MEC's participation shall be contingent on management's providing Trip Removal Pay for the committee member(s). The committee chairman shall notify the MEC Chairman, who will make this determination with the committee chairman. The MEC Chairman will then contact the manager requesting the MEC's participation and notify him that Trip Removal Pay will be required for MEC attendance. If management refuses to provide Trip Removal Pay, the MEC Chairman shall weigh the relative benefit to the pilots and/or to FedEx Express and shall decide whether paid union leave will be authorized in lieu of Company Trip Removal Pay.
7. Committee Work Product Availability
- a. Any member of the MEC may make reasonable requests that the work product of any MEC committee be made available in a timely manner. All requests will go through the MEC Chairman or his designated representative. Any dispute between the MEC Chairman and MEC member(s) will be resolved by the MEC in conjunction with legal consultation. Information covered under a non-disclosure agreement with the Company and information of a personal nature may be exempt from this policy.
8. Polling of the Membership

- a. MEC committees shall not poll or send a questionnaire to the pilot group unless the MEC has first been informed.
- b. Prior to the distribution of any poll or questionnaire, the committee will send to the MEC Chairman a communication including appropriate background information so that the MEC Chairman may adequately inform the membership.
- c. A committee issuing a poll or questionnaire will determine the scope encompassed by the poll or questionnaire according to the information desired and formulate the poll or questionnaire accordingly. Nothing in this policy prevents the committee from designing the poll or questionnaire in cooperation with other interested parties.

9. Committee Reports

- a. All written reports from those committees required to make written reports shall be submitted to the MEC office for distribution to the MEC no less than twenty-one (21) working days prior to a quarterly MEC meeting. The reports shall be distributed to the MEC at least fifteen (15) working days prior to the meeting. This will provide time for the report to be read and understood, as well as providing time for the MEC members to request additional information.
- b. If no reportable information or problems are known to a committee, the committee's report will so inform the MEC.
- c. The MEC may request a written report from any committee.
- d. The following MEC committees are required to prepare a written report and submit it to the MEC Office at least twenty-one (21) working days prior to each quarterly meeting at which they are not required to present an oral report to the MEC:

FRC (semi-annual)	Safety
Grievance	Scheduling
Jumpseat	Security
Membership	Training
Professional Standards	Trip Services
Retirement & Insurance	

10. Committee Appearance Schedule

- a. Upon entering Section 6 negotiations with the Company, the Negotiating Committee Chairman and the SPSC Chairman, or their designee, will attend all scheduled MEC meetings, if possible, including special meetings by conference call.
- b. Any time he deems it would be beneficial, the MEC Chairman may authorize a committee chairman to make an appearance at an MEC meeting.
- c. An entire committee may appear before the MEC when deemed necessary and so requested by the MEC or the MEC officers.
- d. Unless authorized by the MEC Chairman or majority vote of the MEC, MEC committee chairmen or committee members voluntarily attending MEC meetings shall not incur flight pay loss.

## 11. Committee Correspondence

- a. All committee correspondence to the membership is subject to the MEC Communications protocol process.
- b. All letters and reports of MEC committees to parties outside the Association shall be processed in accordance with the ALPA Administrative Manual and the MEC Policy Manual.

## B. STANDING COMMITTEES

The following standing committees are established:

### 1. Aeromedical Committee (70015)

#### a. Composition

- (1) Per Section VIII.A.1. with additional approval by the Pilot Assistance Committee Chairman.

#### b. Duties and Responsibilities

- (1) The Aeromedical Chairman is charged with coordinating all of the MEC's aeromedical and medically related activities. His duties shall include, but are not necessarily limited to, the following areas:
  - (a) Coordinating with the Pilot Assistance Chairman all medical, health and budgetary activities. This is to include support of other Pilot Assistance Committees where appropriate.
  - (b) Provide members with assistance in understanding and securing medical benefits contained in the CBA.
  - (c) Serve as a liaison between the MEC and the office of the ALPA Aeromedical Advisor.
  - (d) Coordinate efforts with members and familiarize them with the capabilities of the Association's Aeromedical Office in obtaining and retaining their FAA Medical Certification.
  - (e) Be a source of referrals for medically related inquiries, e.g., where to find an AME in a certain geographical area.
  - (f) Disseminate medically sound health and preventative medicine educational material to the pilot group. This information should include, but not be limited to, topics such as exercise and diet programs, alcohol abuse and its effects, human factors involved in accident causation, and FAA Part 67 Medical Standards and Certification Regulations.
  - (g) Be thoroughly knowledgeable about the Company's sick leave policy and the medical benefits available to the pilots.
  - (h) The Chairman must be certain that he maintains confidentiality within HIPAA requirements and operates within the scope of the pilot's request.

- (2) The Aeromedical Committee Chairman shall coordinate with the Pilot Assistance Committee Chairman all trip removal, required training and other budgetary related issues.
- 2. Bereavement Committee (70172)
  - a. Composition
    - (1) Per Section VIII.A.1. with additional approval by the Pilot Assistance Committee Chairman.
  - b. Duties and Responsibilities
    - (1) Coordinate through the Pilot Assistance Committee Chairman all bereavement and next of kin issues. This is to include, but is not limited to, grief counseling for members, next of kin insurance and benefits related support.
      - (a) The Bereavement Committee Chairman shall coordinate and disseminate information on grief support programs.
      - (b) The Bereavement Committee Chairman shall coordinate with the Retirement and Insurance Committee to disseminate information on insurance benefits and other financial matters related to the death of a FDX ALPA member or the family member of a FDX ALPA member.
      - (c) The Bereavement Committee Chairman shall coordinate with the Company on issues involving grief support for FDX ALPA members and death benefits related issues. The Bereavement Committee Chairman shall be guided in his meetings with the Company as set forth in the appropriate sections of this manual. The Bereavement Committee Chairman is not empowered to enter into any agreements either written or verbal with any member of the Company concerning financial or benefits related issues.
      - (d) The Bereavement Committee Chairman may provide bereavement support services to other ALPA MEC's and other airline organizations when requested.
    - (2) The Bereavement Committee Chairman shall coordinate with the Pilot Assistance Committee Chairman all trip removal, required training and other budgetary related issues.
- 3. Communications Committee (70018)
  - a. Composition
    - (1) Per Section VIII.A.1. above.
  - b. Duties and Responsibilities
    - (1) The Communications Chairman shall work for the benefit of the membership to communicate to the members and the general public in a timely, accurate, and efficient manner all information pertinent to the career development of the members and to the enhancement of the image of the Association.
    - (2) To achieve the objectives of the Communications Committee, the responsibilities of the committee shall include, but not be limited to:



- (a) Internal communications
  - (b) External communications
  - (c) Positive Rate newsletter
  - (d) Liaison and coordination with the National Officers
  - (e) Liaison and coordination with other committees
  - (f) Establish and develop policy relating to Association communications
  - (g) MEC website
  - (h) Maintain and publish an MEC “Pocket Calendar”
  - (i) Textcaster
- c. The Communications Specialist and all outside communications and media consultants shall coordinate with the chairman of the Communications Committee to ensure adherence to MEC policies, strategies and resolutions.
  - d. An MEC Officer and the Communications Committee Chairman, in conjunction with an appropriate legal review, shall approve all communications to the membership at large in issues of the newsletters, magazine, and press releases prior to release.
  - e. Members of the Communications Committee shall be authorized flight pay loss with the approval of the Communications Committee Chairman and the MEC Chairman.
  - f. Authorization by the MEC Chairman or the Communications Committee Chairman is required for all persons who speak to the media on behalf of the MEC. All spokespersons for the MEC are strongly urged to attend formal ALPA media training.
4. Community Outreach Committee (70150)
- a. Composition
    - (1) Per Section VIII.A.1., the committee should normally be comprised of three (3) members, with one being the committee chairman.
  - b. Duties and Responsibilities
    - (1) Coordinate with the MEC in any charitable activities. The MEC shall set, via resolution, any named activity the MEC wants to provide economic, or otherwise, support. These will include, but not be limited to, trip removed, required training, and other budgetary requests.
    - (2) The Community Outreach Committee will not engage in any charitable activity nor lend the FDX MEC branding to any activity without first gaining MEC approval.
    - (3) Will coordinate with the FDX MEC Secretary/Treasurer in establishing any financial activities including, but not limited to, the establishment of bank accounts, IRS reporting ALPA, and capital solicitation.
5. Critical Incident Response Program (CIRP) Committee (70078)
- a. Composition

- (1) Per Section VIII.A.1. with additional approval by the Pilot Assistance Committee Chairman.
  - b. Duties and Responsibilities
    - (1) Coordinate with the Pilot Assistance Committee Chairman all CIRP related activities. This is to include support of other Pilot Assistance Committees where appropriate. The CIRP Chairman will report to the Pilot Assistance Committee Chairman on all matters administrative in nature. These will include but not be limited to trip removal, required training and other budgetary requests.
    - (2) Manage and oversee the CIRP.
    - (3) To preserve confidentiality, the CIRP Committee Chairman is directly responsible only to the MEC Chairman and MEC Vice Chairman, and no written reports will be made except those of a general or educational nature.
6. Dangerous Goods Committee (70217)
- a. Composition
    - (1) Per Section VIII.A.1.
    - (2) The committee should normally be comprised of three (3) members, with one being the committee chairman.
  - b. Duties and Responsibilities
    - (1) Coordinate with the MEC in establishing specific recommendations on all things pertaining to the carriage of dangerous goods on FDX aircraft. The Dangerous Goods Committee will work with outside agencies, including but not limited to, the Federal Government, ALPA National, other airline unions and industry, in developing, amending and defending specific regulatory directives, policies and protocols as they pertain to the carriage of dangerous goods on FDX aircraft.
7. Environmental Standards Committee (70156)
- a. Composition
    - (1) Per Section VIII.A.1.
  - b. Duties and Responsibilities
    - (1) The Environmental Standards Committee Chairman is charged with coordinating all of the MEC's occupational health related activities as it pertains to the working environment of flight deck crewmembers at FDX. Those duties shall include, but are not necessarily limited to the following areas:
      - (a) Coordinating with other FDX MEC committees in support of work effort surrounding Environmental Standards and its impact on pilot health and wellbeing.
      - (b) Provide members with assistance in understanding and addressing cockpit and/or aircraft environmental issues that impact pilot health and wellbeing. These issues can be, but are not limited to:
        - (i) Cockpit, courier and cargo area contamination and cleanliness

- (ii) Supplemental Oxygen Systems
      - (iii) Potable water
      - (iv) Galley serviceability and state
      - (v) Supplemental food/liquid storage
      - (vi) Environmental air systems
    - (c) Serve as a liaison between the FDX MEC and ALPA National assets tasked with similar areas of responsibility.
  - (2) The Environmental Standards Committee Chairman shall coordinate with the FDX MEC Secretary/Treasurer for all trip removal, required training, and other budgetary related issues.
8. Family Awareness Committee (70045)
- a. Composition
    - (1) Per Section VIII.A.1. above.
  - b. Family Awareness Chairman Duties and Responsibilities
    - (1) Promote cohesion, interaction, and communication among the membership at the family level, and include other FedEx employees and their families as appropriate.
    - (2) Staff and maintain the Family Awareness structure.
    - (3) Maintain and update an appropriate database on all members, and pass appropriate data to the ALPA Finance Department for their database.
    - (4) Coordinate the efforts of the Regional and Area Coordinators.
    - (5) At the direction of the MEC Chairman, and in coordination with the Communications Committee, relay information to and from the membership.
    - (6) Publish communications to keep the members up to date on Family Awareness and related MEC activities.
    - (7) Work in conjunction with the SPSC and Negotiating Committees to develop activities that help families understand and support the negotiating process and decisions.
9. Fatigue Risk Management Committee (70209)
- a. Composition
    - (1) This Committee shall consist of a Chairman selected under Section VIII.A.1. and a Vice-Chairman and additional members as required, appointed by the FRMC Committee Chairman.
  - b. Duties and Responsibilities
    - (1) The Fatigue Risk Management Committee Chairman is charged with coordinating all of the MEC's fatigue risk management efforts. His duties shall include, but not be limited to, the following areas:

- (a) Represent the Association at the Company's monthly Fatigue Risk Management Working Group meeting.
- (b) Be the MEC's primary representative on the Data Collection Steering Committee (DCSC).
- (c) Coordinate closely with the Safety and Scheduling Committee chairmen to ensure fatigue risks are accurately identified and appropriately mitigated.
- (d) Manage the MEC's Alternate Research Partner to ensure efficient and effective use of this fatigue consultant.
- (e) Represent the MEC at Scientific Advisory Committee meetings.
- (f) Ensure attendance at appropriate industry meetings and conferences associated with pilot fatigue.
- (g) Be the MEC's primary interface with the Company and the regulators on all fatigue related matters and especially in the development of a Fatigue Risk Management System.
- (h) Manage for the MEC all aspects of data collection and human performance studies to ensure crew member confidentiality is maintained and any data collected is used appropriately to improve pilot alertness.
- (i) Coordinate with the Training Committee Chairman to ensure the appropriateness of any training in fatigue risk management.

#### 10. Financial Review Committee (70103)

##### a. Composition

- (1) The Financial Review Committee (FRC) shall be comprised of a Chairman, two (2) standing members, and an alternate. The MEC shall select the FRC Chairman by resolution from the sitting Status Block Representatives by a majority vote. The Chairman of the FRC shall select two (2) members and an alternate in good standing from the membership, subject to MEC confirmation by a majority vote.

##### b. Duties and Responsibilities

- (1) The Financial Review Committee (FRC) will forward to the MEC a semi-annual "look back" report covering officer travel, vacation, AFB/PDO, sick activity, MEC expenses, and other issues, as required.
- (2) The Financial Review Committee (FRC) is established to conduct periodic internal reviews of the MEC's finances, including but not limited to flight pay loss, expenditures of FDX MEC funds, and account balances.
- (3) The FRC shall meet a minimum of twice per year to review MEC financial matters as directed by this policy. Flight pay loss and expenses shall be authorized for these meetings. One of these reviews shall be a comprehensive system review and shall normally be concluded to provide a report no later than the second scheduled MEC meeting of the year. The second of these reviews shall normally be concluded to provide a report no later than the last regularly scheduled MEC meeting of the year.

This second review should be based upon a cross section review of selected expenditures, unless otherwise directed by the MEC through resolution.

- (4) The FRC shall furnish a written report to the MEC Chairman and the MEC following each of the FRC's semi-annual meetings. A copy of each report made by the FRC and accepted by the MEC shall be made available for review at the MEC office to any member in good standing.
- (5) The flight pay loss and expenses of FRC members shall be submitted to the MEC for review as a part of each FRC semi-annual report.
- (6) Prior to the last scheduled MEC meeting of the year, the Financial Review Committee (FRC) will review and report to the MEC any recommended changes to the fiscal policy.

#### 11. Flight Deck Access and Jumpseat Committee (70072)

##### a. Composition

- (1) Per Section VIII.A.1.

##### b. Duties and Responsibilities

- (1) Monitor the Company's program of certifying, verifying, and scheduling of FedEx Pilots, non-pilot passengers and offline pilots on FedEx aircraft, to ensure that all procedures are in compliance with all current governing agencies and directives, including Title 14 CFR and the CBA. He shall strive to preserve PIC authority in accordance with that afforded by all applicable regulations.
- (2) Investigate and help resolve problems which pilots may encounter related to non-pilot passengers and offline pilots riding on Company aircraft.
- (3) Coordinate with the Company and other air carriers to promote and secure mutually beneficial reciprocal jumpseat protocols for FedEx ALPA pilots.
- (4) Communicate with and educate ALPA members regarding the procedures, protocols and policies involved in online and offline jumpseating.
- (5) Monitor regulations and security directives that may affect jumpseating.
- (6) Liaison with FedEx Express management and Jumpseat Administration on all applicable issues, problems and governing agency directives and ensure Company compliance with the CBA.
- (7) Promote a timely exchange of information and work with the Security Committee on all issues that are related to flight deck access.
- (8) Ensure timely implementation and open communications with the ALPA National Flight Deck and Jumpseat Committee.
- (9) Investigate and help resolve problems which FedEx ALPA pilots may encounter related to jumpseating on offline carriers.
- (10) Act as liaison to an offline carrier's Jumpseat Committee for issues relating to possible Jumpseat etiquette and rules violations. Those issues that cannot be resolved by the Jumpseat Committee will be forwarded to Professional Standards.

12. Foreign Domicile Assignment Committee (Project Code TBD)

a. Composition

(1) Per Section VIII.A.1.above.

b. Duties and Responsibilities

- (1) Liaise with the LEC Representatives and Pilots based in the Foreign Duty Assignments EMEA and HKG to monitor issues related to the FDA LOA;
- (2) Coordinate with Contract Enforcement to ensure the issues affective CBA and FDA LOA compliance are reviewed in a timely manner;
- (3) Provide input to the Negotiating Committee with issues affective Foreign Duty Assignments;
- (4) Interact with designated FedEx Personnel to discuss administrative concerns with Foreign Duty Assignments;
- (5) Collaborate with the ALPA Representation Department and FDX MEC Communications Committee to research and develop materials that benefit current and prospective FDA based pilots.

13. Grievance Committee (70008)

a. Composition

(1) Per Section VIII.A.1. above.

b. Duties and Responsibilities:

- (1) Establish and staff an administrative system to collect evidence and process information from the pilots regarding the Company's implementation of the CBA.
- (2) Develop and keep up-to-date the following:
  - (a) All System Board decisions and settlement agreements.
  - (b) An annotated Contract, including a uniform numbering system and revisions.
- (3) Provide work direction to committee members, conduct weekly staff meetings to coordinate activities, and conduct training for committee members as necessary.
- (4) Coordinate with the Negotiating Committee and other committees concerning reported contract violations.
- (5) Manage the grievance process for both disciplinary and non-disciplinary issues as instructed by the MEC, MEC officers, or the Grievance Review Board.
- (6) Assist the MEC Contract Administrators with both disciplinary and non-disciplinary issues.
- (7) Manage the MEC System Board of Adjustment schedule.
- (8) Review all disciplinary and non-disciplinary grievances prior to submission to the System Board of Adjustment.

- (a) Assist in arbitration preparation, including obtaining information and selecting and preparing MEC members and witnesses.
  - (9) Submit suggested improvements and changes relating to the pertinent sections of the CBA to the Negotiating Committee no later than 120 days prior to the amendable date.
  - (10) Communicate contract issues to the MEC and pilot membership.
  - (11) Send a written report to the MEC prior to each regular MEC meeting. This report shall include the nature and status of all the grievances and their progress with FedEx.
- c. Procedures
- (1) Procedures for grievances will be in accordance with Sections 19 and 21 of the contract.
  - (2) Notify the respective Local Executive Council Representative(s) of the pilot(s) involved with those issues that arise to a filing of a grievance or rejections, disciplinary and/or administrative.
- d. Grievance Review Board
- (1) The Grievance Review Board (GRB) shall be composed of an MEC Officer, an MEC Seniority Status Block Representative, the MEC Grievance Chairman (or his designee), the MEC Negotiating Chairman (or his designee), and one Contract Administrator (non-voting).
  - (2) The Grievance Review Board is established to objectively review non-disciplinary Association grievance cases when there is a question as to whether the case should be submitted to the System Board.
  - (3) The Board will consider the details of the case. All factors of the case, including the duty of fair representation and the effect on both the individual and the Association will be considered prior to making a decision to forward such case to the System Board.
  - (4) The Board will determine whether the grievance brought before it seeks to establish a result or pursue an argument that would be contrary to the agreements, commitments, understandings or policies of this organization as the representative of the FedEx pilots.
- e. System Board of Adjustment Members
- (1) With the MEC Chairman's consent, the Grievance Chairman shall maintain a sufficient panel of pilots willing and trained to serve as System Board of Adjustment Members. The MEC Chairman retains the authority to add or remove members with the approval of the MEC.
14. HIMS Committee (70009)
- a. Composition
- (1) Per Section VIII.A.1. with additional approval by the Pilot Assistance Committee Chairman.

b. Duties and Responsibilities

- (1) Coordinate with the Pilot Assistance Committee Chairman all HIMS related activities. This is to include support of other Pilot Assistance Committees where appropriate.
  - (a) The HIMS Committee Chairman will coordinate and disseminate information on alcohol and drug-testing programs implemented at FedEx. He will appoint committee members for pilot intervention and coordinate admittance to Company Help Programs or independent medical sponsors, whichever is appropriate.
  - (b) Assist any pilot who has a substance abuse problem in the management of his case.
  - (c) Work confidentially with Company representatives whenever a suspected substance abuse problem exists, at all times keeping in mind the best interests of the pilot involved.
  - (d) To preserve confidentiality, the HIMS Committee is directly responsible only to the MEC Chairman and MEC Vice Chairman, and no written reports will be made except those of a general or educational nature.
  - (e) The HIMS Chairman will report to the Pilot Assistance Committee Chairman on all matters administrative in nature. These will include but not be limited to trip removal, required training and other budgetary request.

15. Legislative Affairs Committee (70024)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) The Legislative Affairs Committee will be responsible for the coordination with ALPA on legislative and regulatory activities that are conducted on the MEC's behalf. The chairman will coordinate with the MEC Chairman to ensure that the MEC's concerns are represented at regulatory and legislative meetings or events that have a direct bearing on the future of the membership. In addition, the chairman will coordinate these activities with ALPA and appropriate MEC committees.
- (2) The chairman will keep the MEC and the membership abreast of legislative issues and the MEC's and ALPA's position on legislative and regulatory matters.
- (3) The committee will establish a system whereby rapid coordination with ALPA to respond to legislation/regulations affecting the membership can be generated to the appropriate members of Congress through letters, appropriate communication methods, and visits at the local district offices, and will develop a local constituency able and willing to contact the district offices of members of Congress in order to promote the MEC's and ALPA's objectives.



- (4) The chairman will establish such procedures and activities that will provide the maximum visible presence of the MEC and ALPA in order to enhance and further the objectives of the members.

16. Membership Committee (70027)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) The function of this committee is to promote the benefits of unionization to all FedEx pilots, from new hires through retirement.
- (2) The Membership Chairman, in conjunction with the MEC Secretary/Treasurer, shall identify the names of all pilots on the FedEx Pilot Master Seniority List and their classification as to membership status. This list will include the names and status of pilot managers as defined by the National Mediation Board and will be used to actively encourage non-members to join the union.

(3) New Hire Program

- (a) The chairman will appoint and assist the New Hire Coordinator to ensure that all new hire pilots are given a professional presentation covering the benefits and advantages of membership.
- (b) The Membership Committee is responsible for handing out an up-to-date information packet to each and every new hire at each new hire briefing. The committee will review the packet at least quarterly to ensure that the information is current and pertinent.
- (c) The Membership Chairman will notify the MEC officers, the MEC and committee chairmen of each scheduled new hire briefing date and time.
- (d) The Membership Chairman will schedule an after-hours, informal get-together after the briefing for the new hires, with as many union representatives as possible.
- (4) The Membership Chairman will appoint a Sponsor/Mentor Coordinator who shall provide new hires with a sponsor/mentor to assist with any questions or problems the new hire or her/his family might encounter during the probationary period.
- (5) The Membership Committee will establish a Furlough Support Program and include as a minimum the following information:
  - (a) Furlough Coordinator job description
  - (b) Furlough Coordinator contact list at other ALPA carriers
  - (c) Furlough benefits per the CBA, ALPA National and the FDX MEC
  - (d) Furlough pilot requirements
  - (e) ALPA National "Flight Path" resources

(f) Furlough timeline of events

(6) Retirees

(a) Members who retire in good standing are to be recognized by announcements in union publications and on the website.

(b) Retirees in good standing shall receive a memento deemed suitable by the MEC recognizing their support and contribution to the pilots of this union.

17. Military Affairs Committee (70124)

a. Composition

(1) Per Section VIII.A.1.

b. Duties and Responsibilities

(1) This committee will act as a liaison for members who are Reservists or Guardsmen. Assistance will be provided to members in all dealings with the Company associated with military service issues.

(2) Liaison with Company and military officials during CRAF movements or military charters.

18. Negotiating Committee (71004)

a. Composition

(1) The MEC shall select the Negotiating Committee Chairman from among the membership by a majority of the MEC.

(2) The Negotiating Committee Chairman will select the remainder of the committee from among the membership. The MEC will then approve the remainder of the Negotiating Committee by a majority vote. The Negotiating Committee, including the Chairman, shall consist of no fewer than two (2) and no more than three (3) members.

(3) The entire Negotiating Committee should be in place at least six (6) months prior to the anticipated commencement of contract negotiations.

(4) The MEC Chairman will be an ex-officio member of the Negotiating Committee. He will serve as consultant and advisor and will be kept informed on the state of negotiations. However, he will not participate in direct negotiations. If necessary, the MEC Chairman may appear at negotiations to address a specific topic or to meet with Company representatives as required.

b. Term of Office

(1) The MEC will select a Negotiating Committee at least one (1) year prior to the anticipated commencement of contract negotiations. A Negotiating Committee member may be recalled, with or without cause, by a majority vote of the MEC. A replacement Negotiating Committee member shall be approved by a majority vote of the MEC. Six (6) months after the ratification of a contract, the MEC may dissolve the Negotiating Committee.

- (2) Whenever a member is recalled by the MEC, or whenever a vacancy occurs on the Negotiating Committee, the MEC Chairman will schedule a MEC meeting or a special meeting by teleconference as soon as practical to fill the vacancy.
- c. Duties and Responsibilities
- (1) The Negotiating Committee shall participate in collective bargaining as prescribed by the Railway Labor Act.
  - (2) Contract Letter of Agreement (LOA)
    - (a) The subject of any proposed Letter of Agreement to the Collective Bargaining Agreement will be reviewed and approved in principle by the MEC prior to entering formal negotiations on the amendment.
  - (3) Section 6 Notice (Opener)
    - (a) The FDX MEC Labor Relations Counsel, as well as another staff member of the ALPA Representation Department, when practical, shall be included in all negotiations, mediation, and super-mediation as advisors to the MEC and Negotiating Committee. These staff members shall be primarily responsible to the officers and Negotiating Committee for the drafting of proposed contract language, related letters and other agreements.
    - (b) After appropriate polling of the members and with guidance from the MEC, the Negotiating Committee shall prepare a Section 6 Notice for review and approval by the MEC.
- d. Procedures During Negotiations
- (1) When meetings with the Company are being conducted during or outside of Section 6 negotiations, the Chairman of the Negotiating Committee shall provide a periodic confidential report directly to the MEC containing a synopsis of negotiating sessions. The frequency of these reports will be at the discretion of the MEC Chairman and the subject matter of the report shall not be restricted. To expedite the flow of information, this report must be sent to each MEC member by the most expeditious and secure method.
  - (2) The membership shall be informed about significant developments and progress, or lack thereof, during negotiations by appropriate methods.
  - (3) The Negotiating Committee will follow established negotiating practices to ensure that Tentative Agreements are reduced to writing in a timely fashion and acknowledge by Company and Association representatives.
- e. Tentative Agreement Procedures
- (1) Upon reaching a Tentative Agreement and prior to its presentation to the MEC, the Negotiating Committee shall ensure completion of the following requirements:
    - (a) The Tentative Agreement, all related letters, and the implementation schedule shall be reduced to contractual language.
    - (b) The Tentative Agreement, all related letters and the implementation schedule, in contractual language and with all changes clearly identified, shall be furnished

to the MEC as soon as possible prior to any meeting convened to consider the Tentative Agreement.

- (2) Whenever it is decided that an offer or proposal will be presented to the MEC for review and possible action, MEC Officers, MEC members, committee members, staff, advisors and consultants shall limit their public comments, statements and press releases. Statements will be limited to simple non-committal acknowledgements that an offer or proposal exists, unless otherwise directed by the MEC.
  - (3) An appropriate presentation of the Tentative Agreement for the MEC and for the membership shall be prepared. The presentation and any accompanying written material shall be made available to the MEC for approval prior to distribution and prior to conducting membership briefings.
  - (4) A complete text of the Tentative Agreement, supplements, published letters and the proposed implementation schedule shall be submitted to the membership and posted on the FDX MEC website before any "Road Show" presentation is conducted. The membership should normally have seven (7) days to study the written text of those documents prior to any presentation. All domiciles and bases shall receive an equitable presentation up to and including a "Road Show."
  - (5) The Tentative Agreement will be presented to the members for a ratification vote. The voting period will be determined by the MEC. Depending upon circumstances, the MEC may adjust any of these time periods by simple majority vote.
- f. Publication of New Contracts and Contract Amendments
- (1) The implementation schedule furnished with the Tentative Agreement shall contain the agreed to distribution date of the new basic work agreement.
  - (2) The FDX MEC will make electronic versions of the contract and all amendments available for use via Internet Services and for download and membership use.
- g. Negotiating Committee Member Requirements
- (1) At least two (2) members of the Negotiating Committee shall be present at all meetings with any member of the Company's negotiating committee. Negotiating Committee members shall adhere to this policy at all times. At the first joint session of any negotiation, mediation, or super-mediation, the FDX MEC Chairman or the Chairman of the Negotiating Committee shall notify management's negotiating committee and the National Mediation Board representative, if applicable, of this policy and that there can be no exceptions to it for any reason.
- h. Contractual Interpretation
- (1) No MEC officer, LEC officer, committee member or any member of the MEC staff has the authority to unilaterally interpret the Collective Bargaining Agreement. Any interpretation of the Collective Bargaining Agreement will involve the collaborative efforts of the Negotiating Committee, Grievance Committee, Contract Answer Team, and Labor Relations Counsel.

- (2) Any statements or documents regarding contractual interpretations without the above authorization will not be binding upon the Association or the membership.

19. Pilot Assistance Committee (70129)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) The Pilot Assistance Committee is charged to coordinate and administer Aeromedical, Bereavement, Critical Incident Response, HIMS, PATH, and Professional Standards activities. The Chairman and Vice Chairman should have broad human performance experience and knowledge of ALPA's structure and policies. This committee, in support of ALPA's pilot assistance policy, shall maintain an involvement with performance and health related issues. Specifically, this committee will maintain pilot assistance dedicated to the promotion of the air line pilot's professional performance, total health, and, when necessary, drug/alcohol intervention and rehabilitation for job re-entry.
- (2) The Chairman and/or Vice Chairman should coordinate with the Training Committee Chairman in the implementation and activities of the FedEx/ALPA Training Review Board.
- (3) Provide Committee Chairs (in b.1. above) with assistance in understanding and preparing an annual budget proposal based on the administrative and operational needs of all pilot assistance disciplines.
- (4) Provide Committee Chairs (in b.1. above) with assistance in security joint or discipline specific sensitivity training both from within ALPA and external training alternatives.
- (5) Ensure that any and all information relating to pilot performance, pilot health, and rehabilitation concerns are kept strictly confidential within a group who have a need to know in order to accomplish the pilot's purpose.

20. Pilot Assistance Team Hotline (PATH) Committee (\_\_\_\_\_)

a. Composition

- (1) The PATH is a FedEx Master Executive Council (MEC) committee staffed by pilot volunteers who are available to assist FedEx pilots who feel they may be in need of physiological, psychological, and/or other medical assistance. The committee members function as "empathetic peers" who refer pilots to appropriate resources, and provide any necessary follow-up support. The PATH utilizes a commercial answering service to provide around-the-clock response and service to the FedEx pilots.
- (2) Per Section VIII. A. 1. with additional approval by the Pilot Assistance Committee Chairman.

b. Duties and responsibilities

- (1) Respond to pilots seeking and/or in need of physiological, psychological, and/or medical assistance.
- (2) Utilize all available ALPA resources including, but not limited to: Aviation Medicine Advisory Services (AMAS), Critical Incident Response Program, Retirement and Insurance Committee, Membership Committee, and Professional Standards Committee.
- (3) Maintain confidentiality and operate within the scope of the assistance requested and/or required.

## 21. Pilot To Pilot (P2P) Committee (74097)

### a. Composition

This committee shall consist of a Chairman selected under Section VIII.A.1. above, three Vice Chairmen (Ops, Admin, and Contract Answer Team) and additional members, as required, appointed by the Committee Chairman and approved by the MEC.

### b. Duties and Responsibilities

- (1) The function of this committee is to expand and enhance MEC communications to all FedEx pilots and to provide feedback from the membership to the MEC leadership.
- (2) The Pilot To Pilot volunteers will convey accurate information regarding contract negotiations, as vetted by the Negotiating Committee and MEC officers, to ensure accuracy.
- (3) The Pilot To Pilot Committee Chairman, or designees, will disseminate news and other important information to the Pilot To Pilot representatives as needed.
- (4) Pilot To Pilot Program
  - (a) The Pilot To Pilot Chairman will appoint and assist Pilot To Pilot Coordinators.
  - (b) The Pilot To Pilot Committee is responsible for training all Pilot To Pilot Representatives to ensure consistent communication that is both accurate and timely.
  - (c) The Pilot to Pilot chairman will notify the MEC officers, LEC officers and committee chairmen of each Pilot To Pilot conference call or meeting.
- (5) Pilot To Pilot Representatives
  - (a) The Pilot To Pilot Chairman will not interpret the Contract (with the exception of CAT members using the CAT system) or speak for the MEC representatives.
  - (b) Pilot To Pilot representatives will supplant misinformation and rumor with fact.
- (6) Contract Answer Team (CAT)
  - (a) CAT members will be authorized to answer CBA questions using the CAT's web-based question and answer system after required training.

## 22. Professional Standards Committee (70033)

a. Composition

- (1) Per Section VIII.A.1. with additional approval by the Pilot Assistance Committee Chairman.

b. Duties and Responsibilities

- (1) The purpose of the MEC Professional Standards Committee is to promote and maintain the highest degree of professional conduct amongst the pilots of FedEx. The Professional Standards Chairman will report to the Pilot Assistance Committee Chairman on all matters administrative in nature.
- (2) The primary function of the Professional Standards Committee shall be to handle problems of a professional and ethical nature within our pilot group, and also between our pilots in their interactions with other employee groups and Flight Management. The membership shall have the opportunity to address their cockpit and non-cockpit related problems to fellow aviators trained in conflict resolution in a confidential manner while protecting the rights of all those concerned. Professional Standards shall carry out its mission in the following manner:
  - (a) Resolve flight operations conduct problems both within and outside of the membership by mediating those problems in a “non-threat,” unofficial manner.
  - (b) Resolve problems between a member and others within another employee group.
  - (c) Deal with unprofessional conduct outside the work area, if that conduct reflects unfavorably upon our membership and our profession.
  - (d) Communicate with the membership regularly through newsletters and electronic media.
- (3) Professional Standards will be guided by the CBA, which will have precedence over this Policy Manual.
- (4) To preserve confidentiality, the Professional Standards Committee is directly responsible only to the MEC Chairman and MEC Vice Chairman, and no written reports will be made except those of a general or educational nature.

23. Retirement and Insurance (R&I) Committee (72004)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) Review Company Pilot Benefit programs as directed by the MEC Chairman or his designee in a timely manner.
- (2) Provide specialized support to the Grievance and Negotiating Committees as requested.
- (3) Monitor Company compliance with the Plan Documents, Contract, ERISA and other applicable laws.

- (4) Oversee the Employee Benefits Specialists and ensure that proper training and education are provided.
- (5) Disseminate information and educate pilots on R&I matters.
- (6) Coordinate with the Bereavement Committee, Critical Incident Response Program (CIRP) Committee, Family Awareness Committee, Pilot Assistance Committee, and the Company to assist a deceased member's surviving spouse and family members regarding all benefits to which they are entitled under the current Collective Bargaining Agreement.

(7) Pilot Benefit Review Board (PBRB):

The PBRB is a board empowered to hear any proper claim for benefits which have been denied in whole or in part under any of the plans listed in *Section 27: Insurance Benefits* and *Section 28: Retirement (Pension Benefits)* of the Collective Bargaining Agreement.

- (a) The PBRB shall consist of a Chairman, and additional members as required. The R&I Chairman will advise the MEC Chairman, who shall nominate the Chairman and additional members to the PBRB.
- (b) Nominees shall be pilots on the Master Seniority List, and members in good standing.
- (c) The Chairman and additional members shall be confirmed by majority vote of the MEC. The Chairman and members may be removed from the PBRB by majority vote of the MEC.
- (d) Interim Members: When a vacancy occurs on the PBRB, the R&I Chairman will advise the MEC Chairman, who will appoint an Interim Chairman or Member, as required. Such Interim Chairman or Member shall serve until the next regular meeting of the MEC, at which time a permanent Chairman or Member will be appointed according to subparagraphs (a) through (c) above.
- (e) Once a year, at a regular meeting of the MEC, the Chairman of the R&I Committee or his designee and the Chairman of the PBRB or his designee shall present a report to the MEC on the activities of the PBRB.
- (f) The PBRB Charter is a document negotiated between the FDX MEC and the Company and, therefore, cannot be amended without approval of both parties. The R&I Committee Chairman, in conjunction with the Negotiating Committee Chairman, will present any proposed changes to the PBRB Charter to the MEC for final approval. The PBRB Charter shall be posted on the FDX ALPA website.

(8) Pilot Investment Committee:

The Pilot Investment Committee meets jointly with the Company to discuss and select expanded investment choices in the Pilots' Money Purchase Pension Plan and the Pilots' Retirement Savings Plan.

- (a) The R&I Chairman will advise the MEC Chairman, who shall nominate members to the Pilot Investment Committee.



- (b) Nominees shall be pilots on the Master Seniority List, and members in good standing.
- (c) Members shall be confirmed by majority vote of the MEC. Members may be removed by majority vote of the MEC.
- (d) Interim Members: When a vacancy occurs on the Pilot Investment Committee, the R&I Chairman will advise the MEC Chairman, who will appoint an Interim Member. An Interim Member shall serve until the next regular meeting of the MEC, at which time a permanent member will be appointed according to subparagraphs (a) through (c) above.
- (e) Once a year, at a regular meeting of the MEC, the Chairman of the R&I Committee or his designee, and the Chairman of the Pilot Investment Committee or his designee shall present a report to the MEC on the activities of the Pilot Investment Committee.

(9) Insurance Board:

The Insurance Board meets with company representatives to jointly discuss the cost, collective experience, and performance of the claims paying administrators and service providers for the purpose of resolving problems related to the administration of those plans.

- (a) The R&I Chairman shall designate members and required support personnel to attend individual Insurance Board meetings. The selection process will be based on the subject matter being discussed at that particular meeting.
- (b) All designees shall be pilots on the Master Seniority List, and members in good standing.
- (c) Once a year, at a regular meeting of the MEC the Chairman of the R&I Committee or his designee, and a pilot participant on the Insurance Board shall present a report to the MEC on the activities of the Insurance Board.

(10) Premium Reimbursement Plan (PRP) Administrative Board:

The Association sponsors and maintains a post-Medicare retiree health plan and Voluntary Employees' Beneficiary Association. This three- or four-member Board is composed of active and retired members. The President of the Association will appoint and remove all members, based upon recommendations of the FDX MEC. The Board's duties and responsibilities are outlined in Section 27.I. of the CBA.

(11) Retirement Board:

A Retirement Board is established to review and discuss the status and administration of the Retirement Plans. Up to three members may be appointed to the Board by the R&I Chairman for each meeting. The Board's duties and responsibilities are outlined in Section 28.K. of the CBA.

- (12) It is the policy of the MEC to assist a former member after retirement with problems or difficulties with his contractual pension benefits if he retired current in his financial obligations to ALPA.

## 24. Safety Committee (70004)

### a. Composition

- (1) Per Section VIII.A.1.
- (2) This Committee shall consist of a Safety Chairman, Accident Investigation and Aircraft Engineering Subcommittee Chairman, two (2) Vice Chairmen, Subcommittee Chairman, Aviation Safety Action Program (ASAP) Subcommittee Chairman, and Flight Operations Quality Assurance (FOQA) Subcommittee Chairman. The FDX MEC shall confirm the Safety Chairman, the Accident Investigation and Aircraft Engineering Subcommittee Chairman and Vice Chairmen, and the ASAP and the FOQA subcommittee chairmen. The Accident Investigators shall be appointed by the Safety Chairman, subject to approval by the FDX MEC Chairman.

### b. Safety Chairman Duties and Responsibilities

- (1) Staff the FDX MEC Air Safety Structure.
- (2) Process air safety matters arising within the airline.
- (3) Act as advisor on engineering and air safety matters to the MEC.
- (4) Establish an Accident Investigation and Aircraft Engineering subcommittee which shall supervise the technical investigating of accidents on the airline in coordination with a member of the ALPA Accident Investigation Board.
- (5) Establish a Technical Subcommittee to coordinate the technical committees.
- (6) Establish an Aviation Safety Action Program (ASAP) Subcommittee to coordinate the FedEx ASAP program.
- (7) Establish a Flight Operations Quality Assurance (FOQA) Subcommittee to coordinate the FedEx FOQA program.
- (8) Liaison with the Scheduling Improvement Group (SIG) on Fatigue Risk Management System (FRMS) issues.
- (9) Coordinate functions of Local Council Safety representatives on the airline.
- (10) Forward information and any suggested solutions for air safety problems to ALPA Engineering and Air Safety Department for coordination with other airlines and/or ALPA Air Safety Technical Committees. Safety matters of overall Association importance shall be promptly reported to the ALPA ECASC.
- (11) Determine pilot opinion on safety matters as necessary or when requested by the ALPA Engineering and Air Safety Department or the ALPA ECASC Chairman, in liaison with the MEC Chairman.
- (12) Disseminate Engineering and Air Safety information to pilots on the airline.
- (13) Work closely with safety, medical and other learned specialists within and outside the ALPA and FedEx structure so as to develop a formula that addresses Circadian Desynchronosis and ultimately provides the safest and healthiest flight schedules for all pilots flying the back side of the clock.

- (14) To act as liaison to the FDX MEC CIRP Coordinator.
- c. Accident Investigation and Aircraft Engineering Subcommittee Chairman Duties and Responsibilities
  - (1) Select and appoint additional members to the Subcommittee to cover the various areas of expertise, as needed, subject to the approval of the Safety Chairman and the MEC Chairman.
  - (2) Supervise the technical investigation of accidents at FedEx in coordination with a member of the ALPA Accident Investigation Board under the operational control of the FDX MEC Safety Committee.
  - (3) Publish a factual report to the membership as salient facts concerning any FedEx accident become know, with particular emphasis on any operational information that may enable the pilots to prevent future accidents with similar causal factors.
- d. Aviation Safety Action Program (ASAP) Subcommittee Chairman and Responsibilities
  - (1) The ASAP Subcommittee Chairman is responsible for coordinating the FedEx ASAP program.
- e. Flight Operations Quality Assurance (FOQA) Subcommittee Chairman Duties and Responsibilities
  - (1) The FOQA Subcommittee Chairman is responsible for coordinating the FedEx FOQA program.

25. Scheduling Committee (70035)

- a. Composition
  - (1) Composition
    - (a) The FDX MEC shall select two members to represent the Association in accordance with the Scheduling Improvement Group, Section 25.BB., of the CBA. One representative will be designated the FDX MEC Scheduling Committee Chairman, and the other representative will be designated the Vice Chairman. The FDX MEC Scheduling Committee Chairman will choose potential Pilot Scheduling Improvement Team (PSIT) members, and brief the MEC Chairman as to their addition to the PSIT. PSIT members serve on the Scheduling Committee at the discretion of the Scheduling Committee Chairman and can be removed with or without cause by the Scheduling Committee Chairman. Additional Scheduling Committee members may be selected by the Scheduling Chairman to fill necessary sub-committees and accomplish functions vital to the Committee's work as needed.
  - (2) Duties and Responsibilities
    - (a) This Committee will be guided by Section 25.BB of the CBA. The purposes of the committee will include but not limited to:
      - (i) Representing the Association during scheduling meetings with the Company.

- (ii) Improving understanding of flight crew scheduling issues.
  - (iii) Investigating, identifying, and promptly recommending solutions to flight crew scheduling problems.
  - (iv) Making recommendations to improve the allocation, pairing, and scheduling of flying.
  - (v) Providing support for the MEC's negotiating, communications, and contract compliance efforts.
- (b) The FDX MEC Scheduling Improvement Group consisting of the Scheduling Chairman and Scheduling Vice Chairman may engage in any material discussion regarding scheduling issues with any representative of the Company. Subsequent to any such interactions, each representative shall document the substance of the discussion, and shall brief the MEC, Contract Administration, and the Negotiating Committee in a timely manner.

26. Scope/Merger Committee (75001)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) The Scope/Merger Committee is established to monitor the quantifiable aspects of data relating to Company compliance with Section One of the Contract. It will also be responsible for studying and analyzing any potential relationship, as deemed necessary, between the Company and other airlines or entities, to determine possible effects that such relationships may have on the membership.
- (2) The Scope/Merger Committee is authorized, with MEC approval, to make reasonable use of outside technical assistance on a temporary basis to assist in analysis related to its mission.

27. Security Committee (70044)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) Monitor the security system used to restrict access to the operational areas of the airport and aircraft. In conjunction with the Company and the Jumpseat Committee, investigate and help resolve problems which pilots may encounter related to security screening.
- (2) Coordinate with FedEx Corporate Security and FAA personnel on matters pertaining to ground, aircraft and flight security.
- (3) Monitor regulations that affect security.
- (4) Research new technologies and methods in areas such as screening, anti-terrorism, and bomb detection.

- (5) Broaden risk assessment capabilities independent of FedEx Corporate Security sources, so that members may have access to information that complements information already being provided through traditional Company briefings.

28. Strategic Preparedness and Strike Committee (SPSC) (73511)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) The Strategic Preparedness and Strike Committee shall maintain the strike preparedness structure. It will maintain liaisons with counterparts at other airlines, recording experiences and sharing information. The committee will maintain a current list of volunteers, and periodic training will be conducted.
- (2) The SPSC Chairman shall appoint a Coordinator to act as an interface with the National Strategic Preparedness and Strike Committee.
- (3) The Regional Coordinator shall submit a report to the MEC SPSC Chairman when requested to do so by the chairman.
- (4) A secure office shall be provided for this committee in the MEC office. Regional Coordinators shall be fully informed, utilized, and supported by the SPSC Chairman.
- (5) Specific tasks assigned to this committee shall include but not be limited to:
  - (a) Recommend to the MEC contingency plans consistent with the latest methods and technology available;
  - (b) Report to the MEC the estimated costs and the time required to establish the recommended plans and methods;
  - (c) Produce and maintain manuals detailing the appropriate plans, methods, and procedures.
- (6) The SPSC may not activate a Strike Operations Center (SOC) and/or have SOC members placed on flight-pay loss without the approval of the MEC.

29. Training Committee (70037)

a. Composition

- (1) Per Section VIII.A.1.

b. Duties and Responsibilities

- (1) The chairman will act as a liaison with the FAA and the Company in matters of training.
- (2) The Training Committee Chairman shall be a standing member of the Training Review Board pursuant to Section 11.G. of the CBA.
- (3) This committee will have the authority to consult with and make recommendations to the Company as required. All such meetings will be reported to the MEC in a detailed report on a regular basis, no less than quarterly.

30. Trip Services Committee (70023)

a. Composition

(1) Per Section VIII.A.1.

b. Duties and Responsibilities

(1) The chairman, or his designee, shall meet with the Company at least quarterly, or as provided for in the appropriate section of the Collective Bargaining Agreement.

(2) Maintain hotel site inspection files.

(3) Maintain a pilot feedback file on all current layover hotels, catering vendors, and ground transportation vendors to document and track compliments, complaints, and suggestions provided by pilot feedback.

(4) A member of the committee will personally inspect each hotel recommended by the Company make recommendations to the Trip Services Committee Chairman. The Chairman will make a selection based on the recommendation of the Company, the inspection by the committee member, and any other pertinent data, and forward that decision to the Company.

(5) Maintain a current list of approved facilities in use, showing date approved and whether they are airport or downtown layover hotels.

(6) Submit suggested improvements/changes relating to the pertinent sections of the CBA to the Negotiating Committee as they occur, but no later than 120 days prior to the amendable date.

(7) Seek alternative hotels during strikes held by hotel and/or service employees.

31. Uniform Committee (70043)

a. Composition

(1) Per Section VIII.A.1.

b. Duties and Responsibilities

(1) The committee will work with the Company to determine issues that may affect the safety, comfort, and appearance of the items worn while on duty. The committee will have the authority to consult with and make recommendations to the Company as required. All such meetings shall be reported to the MEC in a detailed report on a regular basis.

32. Unmanned Aerial Systems (UAS) Committee (70216)

a. Composition

(1) Per Section VIII.A.1. above.

b. Duties and Responsibilities

(1) The Unmanned Aerial Systems Chairman shall work for the benefit of the membership in research and knowledge growth as it regards UAS's.

- (2) To achieve the objectives of the UAS Committee, the responsibilities of the committee shall include, but not be limited to:
- (a) Work closely with the Legislative Affairs Committee to ensure that any US or otherwise regulatory language or proposals are monitored for UAS language.
  - (b) Work with the ALPA National Security Coordinator to ensure that both ALPA National and the FDX MEC work in concert with each other in the area of UAS.
  - (c) Help develop regulatory language and policies for both US and international governmental bodies.

## **SECTION IX – GRIEVANCE PROCESS**

### **A. PROCEDURE FOR PROCESSING NON-DISCIPLINARY GRIEVANCES**

1. Pilot contacts MEC Office with complaint.
2. Contract Specialist obtains details and other information and provides an interpretation to the pilot.
  - a. Unfavorable Interpretation:
    - (1) Contract Specialist contacts complaining pilot to relay interpretation and discourage filing of grievance.
    - (2) If the pilot maintains his or her right to access the grievance process, the Grievance Chairperson shall file a grievance for processing in accordance with Section 20 of the Agreement.
  - b. Favorable Interpretation:
    - (1) Contract Enforcement Specialist, in conjunction with the grievant, may attempt resolution by direct contact with the appropriate Company department.
    - (2) Failing resolution, the Grievance Chairman shall file a grievance for processing in accordance with Section 20 of the Agreement.
  - c. Local Executive Council Notification:
    - (1) The Grievance Committee shall notify the respective Local Executive Council Representative(s) of the pilot(s) involved. This notification may be done electronically and in a timely as practical.

### **B. PROCEDURE FOR PROCESSING DISCIPLINARY GRIEVANCES**

1. Pilot contacts MEC Office and is referred to the MEC Grievance Committee.
2. Labor Relations Counsel or grievance representative obtains details and receives the appropriate course of action from the ALPA Representation Department.
3. Grievance Representative may accompany the pilot to any management hearings and/or appeals as appropriate.
4. If no resolution acceptable to the pilot is reached after the final appeal, the Grievance Chairman shall submit an appeal to System Board of Adjustment subject to review by the Grievance Review Board.
5. The Grievance Committee shall notify the respective Local Executive Council Representative(s) of the pilot(s) involved. This notification can be done electronically and in a timely manner as practical.



### C. SUBMISSION TO SYSTEM BOARD OF ADJUSTMENT FOR NON-DISCIPLINARY GRIEVANCES

1. The Board will determine whether the grievance brought before it seeks to establish a result or pursue an argument that would be contrary to the agreements, commitments, understandings or policies of this organization as the representative of the FedEx pilots.
2. During the Grievance Chairman's review of a grievance, any concerns that arise with regard to System Board jurisdiction or whether an undesirable result might occur, the MEC Grievance Chairman will contact the grievant to discuss these concerns before a decision is made to invoke a Grievance Review Board (GRB).
3. In the event that the Grievance Chairman makes such determination and the grievant does not agree to withdraw the grievance, the Grievance Chairman shall report his findings to the MEC Chairman.
4. In the event that the Grievance Chairman decides to invoke a GRB, grievant shall be notified in writing by FedEx Adult Signature Required or acceptable equivalent. Such notice shall advise the grievant of a hearing before the MEC Grievance Review Board for review of the determination not to submit his grievance to the System Board.
  - a. The Association may choose to request an extension or file a submission for a grievance to the System Board in order to preserve the right of appeal while awaiting a determination from the Grievance Review Board.
5. The Grievance Review Board shall conduct a hearing within forty-five (45) days of the notice of hearing referenced in 4 above. Said hearing may be conducted by telephone. The Grievance Review Board shall allow the grievant (or representative from a group of impacted pilots) to make a presentation during the said hearing.
6. Disposition:
  - a. The Grievance Review Board shall make its determination within fourteen (14) days after conclusion of the hearing.
  - b. If the Grievance Review Board determines that the grievance should not be submitted to the System Board, the grievant shall be so notified by certified mail, return receipt requested.
  - c. If the MEC Grievance Review Board determines that the grievance should be submitted to the System Board, it shall so direct the Grievance Chairman.
7. After exhausting the process described above, should a grievant(s) reject the determination of the Grievance Chairman and/or Grievance Review Board, or if a grievant determines to represent himself at any time after the filing of the grievance, the following shall apply:
  - a. The Association shall retain the right to attend all hearings, receive all documentation, remain a party to the System Board, and take any positions on substance or procedure during the grievance process that are deemed necessary to protect or advance the interests of the FDX pilots, even if such positions are adverse to those taken by the grievant.

- b. The grievant shall be given access to the grievance process but the Association shall retain administrative control over the grievance process. The Association shall only be responsible for payment of the following:
  - (1) One-half (1/2) of the hearing room expenses.
  - (2) One-half (1/2) of the arbitrator's expense and fees.
  - (3) One-half (1/2) of the court reporter's expenses, including the cost of one transcript to be provided to the grievant.
  - (4) Reasonable expenses of the Association's System Board members.
- c. The grievant shall be responsible for all other expenses associated with the grievance including:
  - (1) Any attorneys' fees and related expenses should the grievant decide to retain legal representation. The MEC is under no obligation to provide legal representation to a grievant in these circumstances.
  - (2) Trip removal and travel expenses for any witnesses called by the grievant, and any other associated administrative expenses.

#### D. CONFIDENTIAL SETTLEMENT OF RULES GRIEVANCES

- 1. The grievant shall be advised when a settlement offer has been proposed and will be advised of the terms of the settlement if the matter is in fact settled.

#### E. NON-PUNITIVE SUSPENSIONS

- 1. The FDX MEC rejects the concept of non-punitive or "paper" suspensions.

## **SECTION X – CONFIDENTIAL INFORMATION AND THE LIMITED DISTRIBUTION OF OTHER INFORMATION**

### **A. CLASSIFICATION**

Information, whether written or verbal, may be classified as “Confidential” or “Limited Distribution” and handled as such using the following procedure:

1. The MEC Chairman or his designee will advise the FDX MEC and other recipients if a document or information provided verbally is required to be classified as “FDX MEC Confidential” by operation of law, government regulations or in accordance with a formal confidentiality agreement. Such information will continue to be classified as “FDX MEC Confidential” for the duration of the restriction.
2. The MEC Chairman or his designee may determine that a document or information which is not required to be classified as “FDX MEC Confidential” under Paragraph a. above shall be treated as “ALPA Confidential,” subject to review and revision of this decision by the FDX MEC. “ALPA Confidential” information would normally be defined as any information whose disclosure would be contrary to the best interests of the Association. “ALPA Confidential” documents or information that is classified by the MEC Chairman or his designee may be de-classified by either the MEC Chairman or by the FDX MEC by a majority vote.
3. The MEC Chairman or his designee may determine that a document or information which is not required to be classified as “FDX MEC Confidential” or “ALPA Confidential” be classified as “Limited Distribution,” subject to the review and revision of this decision by the FDX MEC. “Limited Distribution” would normally be defined as any information whose distribution is intended to be limited in nature. Each document or the information classified as “Limited Distribution” should note the intended limits of distribution or restriction.

### **B. DISTRIBUTION**

1. Information classified as “FDX MEC Confidential,” “ALPA Confidential,” or “Limited Distribution” will be distributed only to the FDX MEC, and MEC Officers. Information classified as “ALPA Confidential,” or “Limited Distribution” may be distributed to the Non-Status Local Council Officers and those committees and individuals with a “need to know.” Each recipient must also meet any legal requirement, such as signing a confidentiality agreement for “ALPA Confidential” documents or information. The MEC Chairman or his designee will determine which committees and individuals have a “need to know,” subject to review and revision of this decision by the FDX MEC to the extent permitted by law or a confidentiality agreement. Documents classified as “FDX MEC Confidential,” “ALPA Confidential,” or “Limited Distribution” shall be clearly marked as such.
2. In the event that information is exchanged with any entity the nature of which necessitates a confidentiality agreement, a signed copy of such confidentiality agreement shall be executed and remain on file with the ALPA Representation Department prior to attendance at any meeting by any member where such information shall be discussed.

3. Authorized recipients of documents classified as “FDX MEC Confidential,” “ALPA Confidential,” or “Limited Distribution” are responsible for security of those documents.
4. The MEC Chairman or other individual providing classified information verbally will make known its confidentiality status at the time of presentation.
5. “Confidential” documents and information (whether “FDX MEC Confidential” or “ALPA Confidential”) will not be posted or shared with anyone who is not designated as an authorized recipient. Documents or information classified as “Limited Distribution” will not be posted or shared with anyone not within the stated limits of distribution or with anyone outside the stated restrictions.

#### C. RETENTION

1. Documents or information classified as “ALPA Confidential” or “Limited Distribution” may be retained by the FDX MEC, MEC Officers, Non-Status Local Council Officers and those committees and individuals with a “need to know” unless the MEC, by majority vote, decides to collect the documents or there is a legal requirement to return or destroy any such documents. “FDX MEC Confidential” information may only be retained by FDX MEC members, MEC officers and those committee members authorized by the MEC Chairman to be in possession of that information.

#### D. DISPOSAL

1. Documents classified as “Confidential” which are no longer needed will be destroyed.

#### E. ENFORCEMENT

1. Any cases of an alleged violation of the policy concerning “FDX MEC Confidential,” “ALPA Confidential,” or “Limited Distribution” documents or information shall be reported to the MEC Chairman. The MEC Chairman shall report all alleged violations to the MEC as soon as practical. The FDX MEC will decide the appropriate measures to be taken in the event of a violation of this policy up to and including Article VIII charges as defined in the ALPA Constitution and By-Laws.

**FDX MEC  
STANDING RESOLUTIONS**

**RESOLUTION NO. 03-37**

Whereas, on the 15th day of May, 2003, at the FEDEX MEC Regular Meeting of the Air Line Pilots Association, International, Wes Reed moved that the FEDEX MEC adopt a resolution to encourage each Status Rep to make a one-time contribution of \$1.00 for each new member from their Block that contributes to ALPA-PAC for a calendar year for the remainder of their respective terms. The motion was seconded by Mike Arcamuzi. After discussion among the FEDEX MEC members, the motion was passed and therefore:

WHEREAS, it is to the benefit of all pilots to improve the amount of funds that ALPA-PAC has to use on our behalf, and

WHEREAS, it is expected that MEC representatives lead from the front at all times, and

WHEREAS, all MEC members currently desire to have a higher participation rate amongst our members regarding contributing to ALPA-PAC,

IT IS RESOLVED, that each Status Block Representative be encouraged to make a one-time contribution of \$1.00 for each new member from their Block that contributes to ALPA-PAC via payroll deduction for a calendar year for the remainder of their respective terms. Further, that these donations occur after ALPA-PAC sends the FEDEX MEC a list of donations for the previous year for apportionment amongst their respective Status Block Representatives.

**RESOLUTION NO. 03-53**

Whereas, on the 5th day of September, 2003, at the FEDEX MEC Regular Meeting of the Air Line Pilots Association, International, Rick Ward moved that the FEDEX MEC adopt a resolution to acknowledge volunteers at the end of their service, with a plaque, and add this resolution to the FDX MEC Policy Manual Standing Resolutions Section. The motion was seconded by Rudi Kohlbacher. After discussion among the FEDEX MEC members, the motion was passed and therefore:

WHEREAS, FEDEX/ALPA is manned by numerous volunteers, and

WHEREAS, these volunteers give countless hours of their time and expertise at great personal sacrifice with no expense to the Union, and

WHEREAS, this Union could not effectively operate without those volunteers,

IT IS RESOLVED, that FEDEX/ALPA acknowledge these volunteers at the end of their service with a plaque and a Union communication to the membership with the dates and position held. Union service should be a minimum of a year, or at the recommendation of a Committee Chairman or the MEC Chairman. Further, that this resolution be added to the FDX MEC Policy Manual Standing Resolutions Section.

**RESOLUTION 04-13**

WHEREAS the MEC wishes to maintain general oversight of all MEC sponsored funds including but not limited to the ALPA FEDEX Pilot Merger Fund and the FEDEX Pilot Emergency Relief Fund, and

WHEREAS the MEC does not desire to be engaged in the day to day investment decisions of these funds however, the MEC shall be properly notified of major changes in investment strategies,

THEREFORE BE IT RESOLVED that a recommendation to change portfolio management companies shall be approved by the MEC prior to implementation; and

BE IT FURTHER RESOLVED that the MEC grants the Financial Review Committee (FRC) in concert with the MEC Secretary/Treasurer and the R&I Chairman, or his designee, the latitude to make strategic investment decisions including changes to the investment policy statement and the distribution of individual investment options for all MEC sponsored Funds. Further, if the Chairman of the FRC, the MEC Secretary/Treasurer and the R&I Chairman, or his designee cannot unanimously agree on an investment strategy, the investment decision shall revert to the MEC as soon as possible. The MEC shall be notified of investment changes prior to implementation; and

BE IT FURTHER RESOLVED that this resolution be added to the Standing Resolution Section of the FDX MEC Policy Manual.



RESOLUTION NO. 05-05

Whereas, on the 11<sup>th</sup> day of February, 2005, at the FDX MEC Regular Meeting of the Air Line Pilots Association, International, Sean McDonald moved that the FDX MEC adopt a resolution to incorporate the membership's participation in the MEC's decision to support political endorsements of presidential candidates. The motion was seconded by Edgar Irizarry. After discussion among the FDX MEC members, the motion was unanimously passed and therefore:

BE IT RESOLVED that prior to the FDX MEC Chairman voting in support of any endorsement for a candidate for the office of the President of the United States, he shall be required to seek and gain the will of the membership on the issue by virtue of a poll, and

BE IT FURTHER RESOLVED that participation in this poll and the results there-from will be available to all members, and

BE IT FURTHER RESOLVED an intensive and timely communication program shall be conducted to ensure membership awareness of an accurate depiction of each potential Presidential candidate's position, particularly regarding labor and the airline industry as a whole, prior to the accomplishment of a membership poll.

Resolution #10-21

WHEREAS at the May 4-5, 2010, the ALPA Executive Board approved amending the ALPA Administrative Manual, Section 15, Part 1 and Section 60.L., and

WHEREAS FDX MEC and the MEC committee structure is manned by numerous volunteers, and

WHEREAS the FDX MEC and the MEC committee structure is supported by a dedicated staff, and

WHEREAS it is the desire of the FDX MEC to provide ALPA volunteers with modest gifts of appreciation in recognition of benefits to ALPA, and

WHEREAS it is also the desire of the FDX MEC to provide modest tokens of consideration given in recognition of significant life events to ALPA volunteers, and

WHEREAS it is also the desire of the FDX MEC to provide modest tokens of consideration given in recognition of holidays or significant life events to MEC staff members,

THEREFORE BE IT RESOLVED that the FDX MEC authorizes the MEC Chairman and/or his/her designee to approve the purchase of gifts, tokens and flowers for ALPA volunteers and staff in accordance and in compliance with the ALPA Administrative Manual, Section 60.L., and

BE IT FURTHER RESOLVED that this resolution be added to the FDX MEC Policy Manual Standing Resolutions Section.

## INDEX

### A

Accident Investigation Subcommittee, 58, 59  
Aeromedical Committee, 39  
AFB, 13, 28, 44  
Agenda, 17  
agenda item. Agenda Item, Agenda Item, Agenda Item, Agenda Item, Agenda Item, Agenda Item, Agenda Item, Agenda Item, Agenda Item  
Agenda Item Form, 17  
Airline Ticket Reservations, 31  
ALPA Administrative Manual, 5, 9, 10, 11, 19, 27, 28, 31  
ALPA Constitution and By-Laws, 5, 8, 9, 10, 11, 12, 16, 19, 27  
ASAP, 58, 59  
Association Fly Back, 28  
Aviation Safety Action Program, 58, 59

### B

Bereavement Committee, 40  
Bypass, 7, 8

### C

CAT, 54  
Chairman (MEC). *See* MEC Chairman  
CIRP, 41, 42, 58  
Committee Appearance Schedule, 38  
Committee Chairman Responsibilities, 35  
Committee Correspondence, 39  
Committee Reports, 38  
Committee Responsibilities, 35  
Committee Work Product Availability, 37  
Communications Committee, 4, 40, 41, 43  
Communications Committee Chairman, 4, 41  
Community Outreach Committee, 41  
Commuting, 14  
compensation, 12, 15, 28, 29  
COMPENSATION AND GUIDELINES, 12  
Compensatory days off, 28  
Conference Call, 21, 38  
Contract Answer Team, 52, 54

### D

Dangerous Goods Committee, 42, 84  
DISCIPLINARY GRIEVANCES, 64

dissolution of a Local Council, 10  
Domicile Meeting, 22  
DOMICILE MEETINGS, 22  
DRF, 15  
dry cleaning, 31  
Duties and Jurisdiction, 9  
Duties and Responsibilities, 39, 40, 42, 43, 44, 45, 46, 48, 49, 50, 51, 55, 58, 59, 60, 61, 62

### E

ELECTION PROCEDURES, 25  
Elections, 11  
ELECTIONS, 24  
Eligibility, 9, 11  
Environmental Standards Committee, 42  
EXECUTIVE SESSIONS, 21

### F

Family Awareness Committee, 43, 56  
Fatigue Risk Management Committee, 43, 83  
FDX MEC Executive Vice President, 10  
FDX MEC website, 16, 28  
Financial Oversight Committee, 72  
financial review, 30  
Financial Review Committee, 44, 45  
Flight Deck Access, 45  
Flight Deck Access and Jumpseat Committee, 45  
Flight Operations Quality Assurance, 58, 59  
Flight Pay Loss, 15, 29, 36, 38, 41, 45  
FLIGHT PAY LOSS, 28  
flowers, 74  
FOQA, 58, 59  
Foreign Domicile Assignment Committee, 46  
Formation of Committees, 34  
FPL, 15, 19, 22, 28, 29, 78, 81

### G

gifts, 74  
Grievance Committee, 22, 46  
Grievance Review Board, 46, 47, 65  
Ground transportation, 14  
GUESTS AND VISITORS, 18

### H

HIMS Committee, 47, 48

Housing, 14  
Human Performance Group, 39, 40, 42, 48

## **I**

Incidental expenses, 15  
INCOME TAX GROSS-UP, 31  
Instructor Block, 6  
Insurance Board, 57  
International override, 15

## **J**

Jumpseat, 38, 45, 60  
Jumpseat Committee, 60  
jumpseating, 16, 45

## **L**

Labor Relations Counsel, 52  
Legislative Affairs Committee, 48  
Limited Distribution, 67, 68  
Local Council, 6, 7, 8, 9, 10, 22, 48, 58  
Lodging Guidelines, 33

## **M**

Management, 21, 22, 35, 37, 40, 46, 48, 55, 64, 72  
Meal Expenses, 15, 30  
MEC Chairman, 9, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 28, 34, 35, 36, 37, 38, 40, 41, 42, 43, 45, 48, 49, 50, 55, 58, 59, 61, 65, 67, 68, 71, 73  
MEC Duty Officer, 9  
MEC Members, 16  
MEC Secretary/Treasurer, 4, 7, 11, 12, 15, 16, 17, 19, 20, 28, 29, 30, 31, 49, 72  
MEC Vice Chairman, 12, 15, 42, 48, 55  
MEETING RECORDS, 19  
Meetings, 12, 16, 17, 18, 20, 21, 22, 27, 38, 40, 44, 46, 48, 59, 61, 62  
MEETINGS WITH COMPANY REPRESENTATIVES, 21  
MEMBERS AT LARGE, 18  
Membership Committee, 49  
MEMPHIS BI-MONTHLY DOMICILE MEETINGS, 22  
Military Affairs Committee, 50  
Minutes, 18, 19, 20  
MUD, 12  
MUS, 12

## **N**

Negotiating Committee, 21, 22, 35, 37, 38, 43, 46, 47, 50, 55, 56, 60, 62

New Hire Program, 49

NOMINATIONS, 24

NON-DISCIPLINARY GRIEVANCES, 64, 65

NON-PUNITIVE SUSPENSIONS, 66

Non-Status Local Council Officers, 22, 67, 68

NON-STATUS Local Council Officers, 22  
non-status representatives, 9

Non-Status Representatives, 4

NOTIFICATION, 16

## **O**

Officer Transition, 11

Order of Business, 16, 17

Override, 15

## **P**

Passover, 15

PATH, 53

PDO, 13, 44

Pilot Assistance Committee, 39, 40, 42, 47, 53, 54, 55, 56

Pilot Assistance Team Hotline, 53

Pilot Benefit Review Board, 56

Pilot Investment Committee, 56

Pilot To Pilot, 54

Pilot To Pilot Coordinators, 54

Pilot To Pilot Program, 54

Pocket Calendar, 41

Policy Manual Review Panel, 4

Polling of the Membership, 37

Premium Reimbursement Plan, 57

Professional Standards Committee, 54, 55

Proxies, 19

Proxy, 10

PRP, 57

Publication Of New Contracts, 52

PURCHASE APPROVAL, 31

## **Q**

QUORUM, 18

## **R**

Ratification Of Agreements, 9

RECALL, 12

relocation allowance, 14

Rental Car Guidelines, 32

Resolutions, 4, 20, 22, 35, 41

Retirees, 50

Retirement and Insurance. R&I Committee

Retirement And Insurance Committee, 40  
Retirement Board, 57  
roll call vote, 19  
Roll Call Vote, 5, 19  
**S**  
Safety Committee, 58, 59  
Scheduling Committee, 59  
Scheduling Improvement Group, 46, 59, 60  
Scope/Merger Committee, 60  
Secretary/Treasurer. *See* MEC  
    Secretary/Treasurer  
Security Committee, 60  
Seniority Block Status Representative, 6, 7,  
    8, 9, 19, 21, 22, 44  
Seniority Blocks, 6, 7  
Settlement, 22, 46, 66  
Sick, 13  
SIG, 38, 46, 59  
Special Meetings by Conference Call, 21  
STANDING COMMITTEES, 39  
Standing Resolutions, 71, 74  
Strategic Preparedness & Strike Committee.  
    *See*  
Strategic Preparedness & Strike Committee  
    (SPSC), 61

Strike Vote, 9  
Strike/Strategic Preparedness Committee, 61  
suspensions, 66  
System Board of Adjustment, 46, 47, 64  
**T**  
Tentative Agreement, 52  
Training Committee, 61  
Transportation, 14  
TRAVEL BOOKING PROCEDURES, 31  
Trip Services Committee, 62  
Turnover Folders, 36  
**U**  
UAS, 62  
Uniform Committee, 62  
Union Business, 12  
Unmanned Aerial Systems, 62  
**V**  
vacancies, 12  
Vacation, 13  
vehicle, 14, 15, 32, 82  
Vice Chairman (MEC). *See* MEC Vice  
    Chairman  
VLT, 15  
VOTING, 19  
**W**  
work day, 13

## FDX MEC POLICY MANUAL RECORD OF CHANGES

<b>Resolution</b>	<b>Meeting</b>	<b>Section</b>	<b>Reference</b>
04-13	May 11-13, 2004	Standing Resolution Sec	Investment Fund Guidelines
04-17	May 11-13, 2004	Section II.C.4	Delete Section II.C.4
04-18	May 11-13, 2004	Sec I, IV, XI	(NSR)
04-19	May 11-13, 2004	Section IV	Executive Sessions
04-24	August 10-12, 2004	Section VII.E.4 & F	Per Diem Gross-Up
04-25	August 10-12, 2004	Section III.F.2	Officer Vacation
04-38	October 13-22, 2004	Section III.F.1.h and i Section III.F.4.b Section VIII.A.10	FRC Reviews
05-04	February 8-11, 2005	Section IV B.,C., & G.	Meetings
05-09	May 10-12, 2005	Section II.D.1.d Section VIII.A.3.1	MEC Staff Tasking
05-10	May 10-12, 2005	Add 05-05 to Standing Resolutions	ALPA Presidential Endorsements
05-11	May 10-12, 2005	Section VII.B.	FPL Policy
05-14	August 8, 10-12, 2005	Section IV.I.	Special Meetings by Conference Call
05-15	August 8, 10-12, 2005	Section IV.F.2.	Voting (Proxies)
05-16	August 8, 10-12, 2005	Section IV.E. & F.	Guest Speakers Members at Large
05-17	August 8, 10-12, 2005	Section VII.B	FPL
05-25	November 7, 9-10, 2005	Section VIII.A.10	Committee Reports
05-26	November 7, 9-10, 2005	Section II.A.1.y	Continue Serving in Election Cycle
05-28	November 7, 9-10, 2005	Section VII.D.4	Meal Expense/Per Diem
06-04	January 17-20, 2006	Section VII.D.4	Rescind 05-28 Reinstate Per Diem

<b>06-18</b>	<b>April 18-21, 2006</b>	<b>Section IV.H.I. &amp; J.</b>	<b>Meeting Records</b>
<b>06-20</b>	<b>April 18-21, 2006</b>	<b>Section IV.D.</b>	<b>Meeting Quorum</b>
<b>06-18</b>	<b>August 7-11, 2006</b>	<b>Section VII.A.</b>	<b>Flight Pay Loss</b>
<b>06-22</b>	<b>August 7-11, 2006</b>	<b>Section II.4b.</b>	<b>Council By-Pass</b>
<b>06-23</b>	<b>August 7-11, 2006</b>	<b>Section VIII.B.16</b>	<b>Negotiations</b>
<b>06-37</b>	<b>October 12-19, 2006</b>	<b>Section VII.A.</b>	<b>Flight Pay Loss</b>
<b>06-38</b>	<b>October 12-19, 2006</b>	<b>Section III.F.</b>	<b>Officer Comp. &amp; Guidelines</b>
<b>07-02</b>	<b>January 23-26, 2007</b>	<b>Section VII.B.16.a.1.</b>	<b>Negotiating Committee</b>
<b>07-04</b>	<b>January 23-26, 2007</b>	<b>Section I.C.2.</b>	<b>Policy Manual Review Panel</b>
<b>07-05</b>	<b>January 23-26, 2007</b>	<b>Section II.A.4.</b>	<b>Council By-Pass</b>
<b>07-06</b>	<b>January 23-26, 2007</b>	<b>Section XI.B. &amp; C.</b>	<b>MEC Confidentiality Procedures</b>
<b>07-14</b>	<b>April 17-19, 2007</b>	<b>Section IV P. 1 &amp; 2</b>	<b>Non-Status Local Council Officers</b>
<b>07-18</b>	<b>April 17-19, 2007</b>	<b>Section VIII.A.1.d.</b>	<b>Formation of Committees</b>
<b>08-15</b>	<b>March 25-28, 2008</b>	<b>Section IV.E.6.</b>	<b>Subcommittees</b>
		<b>Section VII.C.6</b>	<b>Deleted Section VII.C.6</b>
		<b>Section VII.I.1</b>	<b>Travel</b>
		<b>Section VIII.A.1.c</b>	<b>Formation of Committees</b>
		<b>Section VII.A.1.g.</b>	<b>Formation of Committees</b>
		<b>Section VIII.A.4.a.</b>	<b>Turnover Folders</b>
		<b>Section VIII.A.4</b>	<b>Deleted Note on Section VIII.A.4</b>
		<b>Section VIII.A.10.d</b>	<b>Committee Reports</b>
		<b>Section VIII.B.3.b.2.i</b>	<b>Deleted Section</b>
<b>08-15</b>	<b>March 25-28, 2008</b>	<b>Section VIII.B.4</b>	<b>Deleted Section VIII.B.4</b>
		<b>Section VIII.B.5.b.1</b>	<b>EDP</b>





<b>Resolution</b>	<b>Meeting</b>	<b>Section</b>	<b>Reference</b>
		<b>Section VIII.B.5.b.2.</b>	<b>EDP</b>
		<b>Section VIII.B.8.b.5</b>	<b>Deleted Section VIII.B.8.b.5</b>
		<b>Section VIII.B.8.d</b>	<b>Grievance Review Board</b>
		<b>Section VIII.B.8.e.</b>	<b>Pilot Panel</b>
		<b>Section VIII.B.13.b.7.b</b>	<b>Membership</b>
		<b>Section VIII.B.16.</b>	<b>Pilot Assistant Committee</b>
		<b>Section VIII.B.18.b.7.b</b>	<b>R &amp; I</b>
		<b>Section VIII.B.18.b.8</b>	<b>R &amp; I</b>
		<b>Section VIII.B.18.b.9</b>	<b>R &amp; I</b>
		<b>Section VIII.B.19.a.1</b>	<b>Deleted CIRP</b>
		<b>Section VIII.B.20</b>	<b>Scheduling Committee</b>
		<b>Section VIII.B.23.b.7.</b>	<b>SPSC</b>
		<b>Section VIII.B.24.b.2</b>	<b>Training Committee</b>
		<b>Section VIII.B.26</b>	<b>Deleted Section VIII.B.26</b>
		<b>Section IX.C.6.</b>	<b>Grievance</b>
<b>09-14</b>	<b>April 21-24, 2009</b>	<b>Section II.C.3.</b>	<b>Block Rep Domicile Affiliation</b>
		<b>Section III.B.2.</b>	<b>MEC Officer FPL Transition Month</b>
		<b>Section VIII.B.11.</b>	<b>Flight Deck Access &amp; Jumpseat Committee</b>
		<b>Section VIII.B.12.</b>	<b>Furlough Support Program</b>
<b>09-16</b>	<b>July 28-31, 2009</b>	<b>Section III.F.2.a.6.</b>	<b>Pilot Proficiency</b>
		<b>Section VIII.A.3.k.</b>	<b>Committee Flight Pay Loss</b>
<b>10-07</b>	<b>April 27-30, 2010</b>	<b>Section III.5</b>	<b>Committee Member Flight Pay Loss</b>
<b>10-09</b>		<b>Section VIII.B.7.</b>	<b>Change FRC to FRC with minor changes to duties/responsibilities</b>
<b>10-14</b>	<b>August 3, 2010</b>	<b>Section VIII</b>	<b>Change name of Hotel &amp; Catering Cmte to Trip</b>

			<b>Services Cmte. Reorder Committees in alphabetical order</b>
<b>10-16</b>	<b>August 26, 2010</b>	<b>Section VII.1</b>	<b>Change to Travel Booking</b>
<b>10-21</b>	<b>October 8, 2010</b>	<b>Standing Resolution</b>	<b>Addition of Standing Resolution concerning FDX Gift Policy</b>
<b>11-08</b>	<b>February 11, 2011</b>	<b>Section VIII.B.18</b>	<b>Change to R&amp;I/PBRB Duties &amp; Responsibilities</b>
<b>11-17</b>	<b>August 23-26, 2011</b>	<b>Section I</b>	<b>Addition of scope language; language cleanup</b>
		<b>Section II</b>	<b>Addition of CGN; language cleanup</b>
		<b>Section III</b>	<b>Change length of officer in-office work day from 5 to 7 hours; provide officers one big period to vacate MEC housing when leaving office; new language concerning MEC vehicle; new language concerning Flight Pay Loss and Override; language cleanup</b>
		<b>Section IV</b>	<b>Addition of CGN subcommittee assignment; addition of language addressing use of personal electronic devices during MEC meetings; Update language with regard to how Special Meetings By Conference Call are conducted; Update to language with regard to Meetings with Company Reps by MEC Officials; language cleanup</b>
		<b>Section V</b>	<b>Unchanged</b>
		<b>Section VI</b>	<b>Unchanged</b>
		<b>Section VII</b>	<b>Changes regarding Flight Pay Loss; change in</b>

		<p><b>Section VIII</b></p> <p><b>Section IX</b></p> <p><b>Section X</b></p> <p><b>Section XI</b></p> <p><b>Section XII</b></p>	<p><b>purchase amount</b>  <b>committee chairs may</b>  <b>authorize from \$100 to</b>  <b>\$300; language clean up</b></p> <p><b>Addition of language</b>  <b>concerning formation of</b>  <b>committees; clarification</b>  <b>of committee chairman</b>  <b>responsibilities; changes to</b>  <b>turnover folders; language</b>  <b>changes concerning</b>  <b>committee reports;</b>  <b>addition of Pilot To Pilot</b>  <b>Committee; cleanup of</b>  <b>specific committee</b>  <b>language; general</b>  <b>language cleanup</b></p> <p><b>Cleanup of Grievance</b>  <b>Process language</b></p> <p><b>Deleted</b></p> <p><b>Minor language cleanup –</b>  <b>Section Renumbered</b></p> <p><b>Deleted</b></p>
<b>11-18</b>	<b>October 10, 2011</b>	<b>Section VIII.B</b>	<b>Addition of Fatigue Risk Management Committee</b>
<b>11-25</b>	<b>October 21, 2011</b>	<b>Section II.A.1 and Section II.A.1.c</b>	<b>Amended language concerning Instructor Block representation</b>
<b>11-28</b>	<b>October 21, 2011</b>	<b>Section IV.P</b>	<b>Inclusion of Non-Status Local Council Officers in FDX MEC email distribution list</b>
<b>12-02</b>	<b>January 5, 2012</b>	<b>Section III.B.2.</b>	<b>Officer Transition language change</b>
<b>12-04</b>	<b>February 13-16, 2012</b>	<b>Section IV.C.1.</b>	<b>Change “unanimous majority” to “2/3” re approval of agenda item</b>
<b>12-09</b>	<b>May 14-18, 2012</b>	<b>Section IV.E.6.</b> <b>Section VIII.B.4.</b>	<b>Delete IV.E.6.</b> <b>Add Community Outreach Cmte</b>

12-11	May 14-18, 2012	Section V	Replace entire Section V with new language.
12-14	August 20-24, 2012	Section VIII.B.	Insertion of Dangerous Goods Committee language
14-12	August 11-16, 2014	Section VIII.B.11.c	Amend to add language under VIII.B.11.c.2
14-12	August 11-16, 2014	Section IX.A.2.	Amend to add language under IX.A.2.c.1
14-12	August 11-16, 2014	Section IX.B	Amend to add language under Section IX.B.5
15-06	April 24, 2015	Section VIII.A.1	Amend to add Environmental Standards Cmte
15-08	April 24, 2015	Section II.2  Section IV.E.4.b.	Addition of Local Council 500  Additional of Block 14 in Subcommittee 2
15-12	April 24, 2015	Section II.C.4.  Section II A.9.  Section II C.2.	Deletion of Section II.C.4  Addition of language, “(including a representative or officer of the instructor block.  Addition of language, “(including a representative or officer of the instructor block.
15-39	November 6, 2015	See redlined copy attached to Resolution 15-39 approving changes.	Changes pursuant to Policy Review Panel
16-13	February 9-12, 2016	Section VIII.17.a	“Negotiating Committee Chairman will select the remainder of the committee” and “The MEC will approve by majority vote. Change

		Section VIII.17.b	members of Neg Cmte to 2-3 members from 3-5.  “MEC will select a Negotiating Committee at least one (1) year prior to anticipated commencement...
16-14	February 9–12, 2016	Section IV, C.2.	Amend to add language. See resolution for detail.
16-15	February 9-12, 2016	Section VIII.10.a.1 Section VIII.10.b.2 Section VIII.10.b.6	Revised language regarding composition of FRC. See resolution for detail of revision.
16-16	February 9-12, 2016	Section III.F.2.a Section III.F.2.d Section III.F.2.j	Revised language regarding officer word day credit, commuting, and meal expenses.
16-31	June 6-10, 2016	Section VII.A.4.e	Add language under e.
16-32	June 6-10, 2016	Section III.F.2.a.(5) and (6)	Revise language in (5) and (6)
16-44	October 201, 2016	Section VIII.A.1	Revise language in P2P – added CAT
16-45	October 20, 2016	Section IX	Revised language. Changed Contract Administrator to Labor Relations Counsel.
16-46	October 20, 2016	Section VIII.B.17	Minor revisions. Changed Contract Administrator to Labor Relations Counsel.
16-49	October 20, 2016	Section III.C.1 and Section V.B.1	Change July 1 to April 1
17-01	Jan 30-Feb 3, 2017	Section VIII.B.23	Add language for Aircraft Engineering Subcommittee Chairman
17-09	June 12-16, 2017	Section III.F.2.b Section VII	Modify language re: officer and non-officer vacation policy

<b>17-11</b>	<b>June 12-16, 2017</b>	<b>Section 1 Preamble</b>	<b>Change scope paragraph to exclude national positions</b>
<b>17-18</b>	<b>June 12-16, 2017</b>	<b>Section VIII.B.19</b>	<b>Modify language to reflect PATH as a committee instead of subcommittee</b>
<b>18-03</b>	<b>January 22-26, 2018</b>	<b>Section VIII.B</b>	<b>Stand up FDA Committee</b>
<b>18-04</b>	<b>January 22-26, 2018</b>	<b>Section VIII.B.23</b>	<b>Add PRP Admin Board and Retirement Board and remove “Vice Chairman” from VIII.B.23(7)</b>
<b>18-05</b>	<b>January 22-26, 2018</b>	<b>Section VII.C</b>	<b>Add paragraph 6 re financial records review by members in good standing</b>