

APA Proposal

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APA Proposal

Date: 02/18/2010

Time: 0000

Subject: Personnel File – Section 24

Version:

Proposal Reference(s): AA Proposals – 1/23/08, 5/27/08, 5/29/08, 6/10/08, 12/3/08, 2/04/10; 2/18/2010
APA Proposals – 5/27/08, 06/10/08, 6/12/08, 12/3/08

Contract Reference(s): 24.B

B. Personnel File

The company intends to migrate to an electronic personnel file for all pilots. Upon completion of the migration, the Company's current paper personnel file will no longer be maintained as such. The Company intends to provide individual access to any electronic records in a manner similar to that provided for in the current paper files (including through paper printouts/photocopies)

An individual electronic personnel file shall be maintained on each pilot in the employ of the Company. The electronic personnel file shall contain reports and orders. The entire contents of the personnel file shall be available for individual inspection by the pilot during regular business hours, under the supervision of a Company representative and at a mutually agreeable time. It is the Company's intent to have an electronic personnel file system that provides the ability to produce and save an electronic copy of personnel file contents onto portable electronic storage media. As such capability becomes available, a pilot may be provided a soft copy of requested personnel file contents, onto portable electronic storage media provided by the pilot. A pilot shall be advised by way of electronic notification any time a performance related entry is added or deleted.

The company and the Association shall periodically review the level of security in place in order to satisfactorily maintain the integrity of the electronic personnel file system.

In accordance with Section 21.E.3, a Pilot may authorize a union representative to review his/her personnel file without the employee present by submitting original written authorization from the employee to the Company.

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Add: Policies and Procedures

“It is the Company’s current practice to place its Policies and Procedures on JetNet. The Company will use it best efforts to communicate any changes to its Polices and Procedures specific to Pilots via the Flight Department website (AAPilots.com). As an accommodation, the Company will endeavor to provide electronic notification via email to APA Legal whenever any new or revised rule or policy impacting pilots is posted on JetNet and/or AAPilots.com.”