

(Location)

February 23, 2018

TO: All TWU Title III Represented Employees (Fleet Service Clerks)

**RE: Special Window Crew Chief Self-Demotion**

The AA/TWU Agreement provides for a special fifteen-day (15) window to be established to allow an opportunity for Crew Chiefs to self-demote outside the normal filling of vacancy provisions.

The jobs vacated by the self-demotion process will be awarded on a **local airport basis only**. If more employees desire to self-demote than those bidding for the jobs, self-demotions will be limited to the number requesting to backfill the positions. If insufficient local bidders are available, the self-demotions will be permitted in seniority order equal to the number of bidders.

In order to accommodate those Crew Chiefs desiring to self-demote and those employees, within the same airport, classification and status, desiring to backfill their positions; the window for Crew Chiefs desiring to Self-Demote will be open for 15 days and will run from **March 2, 2018** to **March 17, 2018**.

**Crew Chief Self-Demotions**

Crew Chiefs desiring to self-demote must submit a written request (AOI form) to **Lisa Anderson** no later than **2400 hours on March 17, 2018**. All AOI forms should be **time/date stamped** and placed In employee ESC located 2nd floor \_\_\_\_\_ . After this date, these self-demotion requests will be irrevocable and cannot be rescinded.

Crew Chiefs self demoting through the special self demotion process will be required to wait for a period of twelve (12) months to bid another regular or temporary vacancy or function as an Acting Crew Chief.

**Backfill Requests**

Employees desiring to backfill must submit a written request (AOI form) to **Lisa Anderson** no later than **2400 hours on Maonday March 19, 2018**. All AOI forms should be **time/date stamped** and placed \_\_\_\_\_ .

The awardee list for both Crew Chief self-demotions and employee's promotions will be posted after all written requests (AOI forms) have been processed and all necessary qualifying tests have been administered.

To obtain an AOI form, access SABRE and enter N\*AOI FORM. For further information and answers to possible questions regarding this self-demotion process, please see the attached Q & A. If you have additional questions you should contact your supervisor and/or your Local TWU Representative.

**Lisa Anderson**  
**Admin Manager**  
**JFK**

cc: TWU Local #501  
HR Ops Support