

Emergency Classification Process  
Section 16.10 IAM 2010 Collective Bargaining Agreement  
11/2/10

Effective June 25, 2010

Emergency Classification (EC) is a temporary reclassification of an employee when it is necessary to assign a higher-level employee to perform lower-level work outside of the employee's assigned job classification.

**Step 1** – Manager notifies the IAM In-Plant Rep prior to the start date with the following:

- Employee name, Spirit ID, current job code and EC job code
- Role and duties of EC position
- Business reason
- Start and end dates for EC assignment

**Step 2** – First Level Management notifies Union Steward and Team Leader of the need for an Emergency Classification.

- Discussion should include business reason for EC
- Start and end date for the EC
- Qualifications and responsibilities for the EC

**Step 3** – First Level Management notifies Employee of the need for an EC.

- Discussion should include business reason for EC
- Start and end date for the EC
- Qualifications and responsibilities for the EC

**Step 4** – Manager notifies Labor relations at GRP Labor Relations mailbox prior to the start date with the following:

- Employee name, Spirit ID, current job code and EC job code
- Business reason
- Start and end dates for EC assignment

**Step 5** – Upon completion of EC assignment management must:

- Notify Union Steward, Team Leader and Employee that assignment is complete
- Notify Labor Relations of EC completion

**Step 6 as needed** – When EC assignment needs to exceed 90 days, First Level Manager to coordinate with the IAM In-Plant rep and Labor Relations. Labor Relations will contact HR Service Center with the following:

- Employee name, original job code and new job code

**Note: In the event of a surplus, the employee has rights to any lower-level position they held for an excess of ninety calendar days and where a job code change took place. If the employee declines the lower level job, their rights are removed.**