

Temporary Promotion Process
Section 16.11 IAM 2010 Collective Bargaining Agreement
9/28/10

Effective June 25, 2010

Temporary Promotion is used when an employee is temporarily replacing another employee who is on leave of absence, travel assignment, temporary supervisory assignment or for a reason that is mutually agreed to between the Company and the Union.

Step 1 – First Level Management to discuss with Union Steward and Team Leader the justification of a Temporary Promotion (TP).

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

Step 2 – Manager to notify the IAM In-Plant Rep prior to the suggested start date with the following:

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

Step 3 – First Level Manager notifies Labor Relations through GRP Labor Relations mailbox to initiate TP payroll adjustment and assignment. Information should include:

- Employee name and Spirit ID, current job code and TP job code
- Business reason
- Start and End date for TP assignment

Step 4 - Labor Relations notifies payroll of compensation changes. Information required is:

- Employee name and Spirit ID
- Temporary promotion dates
- Special payment request as needed

Step 5 – During period that employee is performing TP assignment, the First Level Management, along with Union Steward and Team Leader will provide periodic feedback to TP employee on their performance.

Step 6 – Upon completion of TP assignment management must:

- Notify Union Steward, Team Leader and Employee that assignment is complete
- Notify Labor Relations of TP completion
- Labor Relations will notify Payroll

Step 7 as needed – When TP assignment needs to exceed 90 days, First Level Manager to coordinate with the IAM In-Plant rep and Labor Relations.

Note: Employee does not obtain rights to a job through the TP process.