Seniority Policy

Overview
LGSTX Services, Inc. values the service of employees by recognizing seniority for certain benefits and employment decisions. We track two types of seniority; Company Seniority and Job Classification Seniority. Company seniority starts with the date you are hired as a regular part-time or full-time employee and continues to accrue until employment is terminated. Your company seniority date is used for accrual of vacation benefits, job selection in cases of equal qualification, and other employment decisions where seniority should be given preference. Some areas may use company seniority to determine vacation requests. Some areas that conduct shift and days-off bidding may also use a job classification seniority date. Your job classification seniority is the period of time you spend in a basic job function and is used only for selecting shifts or days off. The following guidelines have been created to provide consistency in the establishment and the use of seniority.

Core Requirements
- When an employee is selected for a position with LGSTX Services from another ATSG company, without a break in service, seniority from that other company is retained. If there is a break in service between employment at the other ATSG company and LGSTX Services, seniority will start over based upon the date of hire into a part-time or full-time position with LGSTX Services.
- Company seniority and job classification seniority are based upon service as a part-time or full-time employee. Casual or temporary time is not recognized in calculating seniority.
- Seniority continues to accrue during Company approved leaves of absence.
- Seniority is lost when an employee terminates. If an employee is rehired, seniority starts over based upon the date of rehire into a part-time or full-time position.

Job Classification Seniority
If you are a new hire, your JCS date starts with the date you are hired as a regular part-time or full-time employee into a basic job function (such as Mechanic, Storekeeper, Industrial Cleaner). You accrue JCS until you transfer out of that job function or terminate.

If you voluntarily transfer from one job classification into another, your JCS date in your new job would be based on the date you start in the new position.

Department management will determine if shift bidding is appropriate for their respective areas, how often bids will be conducted, the staff needed on each shift, and the schedules.

JCS and the ability to satisfactorily perform the work required for the job shall govern the ability to select shifts and/or days off. Specialized expertise or training would be enforced whenever operational needs necessitate a certain shift assignment.

If an employee returns to his or her former position or job classification due to an involuntary workforce reduction or reorganization within LGSTX Services, the employee would return with the same JCS date the employee held before. Additionally, the employee will also maintain JCS in the eliminated position until such time that the employee declines that position if it is available again, or is not reselected.

In cases where two or more employees have the same seniority date, the following tiebreakers will be used to determine the order of company seniority or job classification seniority.
First, company seniority date will be used as the tiebreaker for job classification seniority.

Second, casual or temporary date of hire providing employment was continuous.

Third, date of birth giving the oldest employee more seniority.

Lastly, if seniority is still equal at this point, the employee whose last name comes first in alphabetical order will be deemed to have seniority.

**Employee Responsibility**

- Be familiar with your company seniority date and how it is used in the accrual of vacation benefits, vacation scheduling, and other seniority related benefits.
- If your department uses JCS, be familiar with your JCS date and the shift bidding process your department uses.
- If you have questions about your seniority date, talk to your supervisor immediately to get it resolved.

**Leadership Responsibility**

- Understand company seniority and apply it consistently within your department when you are scheduling vacation, or using seniority for any other appropriate activities.
- Understand and apply JCS consistently if your department uses it for days off and shift bidding purposes.
- If employees report any errors with seniority dates, work with your department management to resolve their concerns.
- When seniority is used in giving preference to employees, it will be applied consistently.