AA Proposal

AA Proposal	**Date: 2/18/2010**	**Time: 1400**
Subject: Personnel File – Section 24		**Version: 9**
Proposal Reference(s): AA Proposals – 1/23/08, 5/27/08, 5/29/08, 6/10/08, 12/3/08, 2/4/10 ; 2/18/2010 **APA Proposals – 5/27/08, 06/10/2008, 6/12/08, 12/3/08**		
Contract Reference(s): Section 24.B		

The Company proposes to modify Section 24.B. as follows:

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, orders and all practice~~, training and flight checks~~. 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. ~~Such pilot may print a paper copy of the electronic personnel file and keep the copy. Reasonable copy charges shall be at the employee's expense.~~ A pilot may be provided a soft copy of requested personnel file contents, where reasonably feasible, onto portable electronic storage media provided by the pilot. 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 requested personnel file contents onto portable electronic storage media. 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 the following Policies and Procedures language:

  Policies and Procedures

  "It is the Company's current practice to place its Policies and Procedures on Jetnet. The Company will use its best efforts to communicate any changes to its Policies 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."