

## **SECTION 10 - SCHEDULING**

### **A. JOINT SCHEDULING COMMITTEE (JSC)**

#### **1. Composition**

- a. The APFA shall designate a committee of up to six (6) members for the purpose of making recommendations to the Company with regard to establishing or modifying policies, procedures and parameters for the scheduling of Flight Attendants. The Company will include representatives from Crew Planning and Crew Scheduling, Inflight and Labor Relations, as necessary.
- b. The JSC will meet with the Company prior to the introduction of changes to the Scheduling system pursuant to this Agreement to jointly develop such policies, procedures and parameters, which shall not be outside the legalities of this Agreement and shall adhere as nearly as practicable to prior established practices unless by mutual agreement. Such subjects shall include, but not be limited to:
  - i. Sequence construction, generation, and review;
  - ii. Bid award;
  - iii. Training bids and awards;
  - iv. Reserve staffing and utilization;
  - v. Trip Trade System (TTS);
  - vi. Vacations;
  - vii. Block hour adjustment;
  - viii. Electronic Trade Board (ETB);
  - ix. Crew base block hour allocation by equipment; and,
  - x. Any scheduling related issues mutually agreed upon.
  - xi. Any Satellite Base related issues mutually agreed upon.

#### **2. Meeting**

- a. Meetings shall be held quarterly or more often, as deemed appropriate by the JSC, and in a place of its choosing.
- b. The APFA and the Company will exchange, maintain and update points of contact between their respective subcommittees. The respective committees need not physically meet as a whole to complete their work.
- c. The Company will pay flight pay loss and reasonable lodging and expenses for the National Scheduling Chair when the Company requests to meet or for any Scheduling meeting contractually required.

- d. The Company shall provide the APFA JSC participants Union Leave pursuant to Leaves of Absences, Section 25.I, from flying duties when the requirements of the Company permit.
3. Data Access
    - a. The JSC shall be provided access to and will use all methods, data, and reference materials which it determines is reasonable and necessary to affect their work. The JSC shall coordinate the timely exchange of data and reports, as well as the format, content and media of such information.
    - b. It is understood by the parties that some information may be identified by the Company as privileged. The APFA agrees to keep this information confidential until informed otherwise by the Company.
  4. Recommendations
    - a. Contemplated changes to crew resource methodologies pertinent to the allocation, sequence, and scheduling of flying will be discussed jointly prior to their implementation.
    - b. The Company shall consider the recommendations made by the APFA's National Scheduling Chair regarding the priority to be placed on controllable variables used in the production of allocations, assignments, trip sequences, lines of flying and other areas reviewed by the JSC.
    - c. The Company shall implement the recommendations of the JSC in a timely manner.

## **B. SEQUENCE GENERATION**

1. Flight Attendant sequences shall be constructed in accordance with the parameters found in Hours of Service, Section 11. Sequences may include a mixture of aircraft type and/or crew complement, but a Flight Attendant will not be required to work a different position number within a sequence. An individual flight segment may be crewed using different sequence numbers.

Example: If a sequence contains A321 and 787 flying, the crew working on the A321 will work the same positions on the 787. The additional positions required on the 787 would be staffed with another crew from a different sequence(s).
2. CRAF or charter sequences will be in accordance with the guidelines outlined in CRAF, Section 19, and Charters, Section 18. The Company shall make every effort to allow the Scheduling Committee to review such sequences prior to publication.
3. Sequence Parameters
  - a. The Company will build all known flying at the time of sequence construction into sequences. Any flying that becomes known after sequence construction will be distributed through the Trip Trade System (TTS), Daily Processing and Reserve Processing, unless governed by a specific provision of this agreement, e.g., CRAF or charters, in which case those provisions shall apply.
  - b. There will be a mixture of one (1) duty period, two (2) duty period, three (3) duty period, and four (4) duty period sequences. There will be a mixture of one-day, two-day, three-day, and four-calendar day sequences, except sequences which contain International Premium Destination (IPD) duty periods may be scheduled for up to six (6) duty periods and up to a maximum of six (6) calendar days\*.

\* Sequences greater than four-days/duty periods must contain at least one (1) IPD duty period and will be limited to a duty period containing one (1) Domestic segment, one (1) Domestic segment and one (1) IPD segment, one (1) IPD segment, or two (2) IPD segments.

4. Sequence Review

- a. After the initial sequence solution is provided to the APFA, the APFA shall have the opportunity to provide the Company with input for the Company's review and consideration.
- b. For purposes of sequence review, the following schedule shall apply:

DAY	FUNCTION
1 <sup>st</sup> day of month one month prior to bid period at 1200 DFW	Crew Schedule Planning provides APFA with sequences for initial sequence review
3 <sup>rd</sup> day of month one month prior to bid period at 1200 DFW	APFA initial sequence response due to Crew Schedule Planning
6 <sup>th</sup> day of month one month prior to bid period at 1200 DFW	APFA provided with sequences for final sequence review (Monthly)

- c. Crew Schedule Planning shall give due consideration to all changes suggested by the APFA. Any sequence identified by the APFA that does not meet the terms of this Agreement shall be rebuilt to comply with the Agreement.
- d. Recognizing that some sequence(s), which are otherwise legal, may present problems such as excessive fatigue or service difficulties, APFA may give input for the Company's review and consideration.

**C. MONTHLY BIDDING INFORMATION AND BID PROCESS**

- 1. Electronic bid packages, in printable and downloadable format, shall be considered the final bid package and will be available to view in the PBS system no later than the eighth (8<sup>th</sup>) day of the month prior to the PBS bid period opening at 1200 DFW.
- 2. Each monthly bid package shall include, at a minimum, the following information:
  - a. A list of Reserve Availability Periods;
  - b. A textual list of events and dates that comprises the monthly bid process;
  - c. The line building range as specified in Paragraph D.11.d;
  - d. The minimum, midpoint and maximum number of projected lines for each crew base;
  - e. Total number of Flight Attendants by crew base;
  - f. The minimum number of Reserves;
  - g. Line average as specified in Paragraph D.13.e;

- h. A list identifying each layover hotel, the applicable location and contact (telephone) numbers, internet availability, transportation information, contact information and pick up location. A list of available discounts and amenities will be provided to the National Hotel Chair;
  - i. Applicable Crew Scheduling and other Company contact telephone numbers; and,
  - j. The projected standby shifts including start time, length, and location.
  - k. Other information as agreed upon by the APFA s National Scheduling Chair and the Company.
3. The Company shall provide to Flight Attendants electronic sequence packages, concurrent with the electronic bid packages, in a printable, downloadable, and sortable format.
4. The times specified shall be in Home Base Time (HBT). The following information shall be published on each sequence in the sequence package and subsequent sequences produced in the Crew Tracking System:
- a. Credit hours, block hours, and Duty Rig credit per duty period and sequence;
  - b. Hours and minutes of duty per duty period;
  - c. Time away from base;
  - d. Sequence numbers;
  - e. Flight numbers, cities from and to for each flight;
  - f. Sequence report and release times;
  - g. Report and release times for each duty period;
  - h. Layover cities and layover time duty break;
  - i. Minimum rest requirement after each duty period;
  - j. Ground time between segments;
  - k. Specific aircraft type;
  - l. Identified aircraft changes;
  - m. Transportation and hotel contact telephone numbers;
  - n. Crew meal schedule, if applicable;
  - o. Dates of operation;
  - p. Calendar showing dates and day of week of operation;
  - q. Departure and arrival times;
  - r. Number of duty periods;
  - s. Deadhead segments;

- t. City codes;
  - u. Number of Speaker positions will be identified; and,
  - v. Other information as agreed upon by the APFA's National Scheduling Committee Chair and the Company.
5. Changes to the sequences will be made available to all Flight Attendants by computer file and by posting on the Inflight website. The Company may make changes to the sequences up to twenty-four (24) hours prior to the PBS bid closing.
  6. Changes made during the twenty-four (24) hours prior to the actual time of PBS bid closing, other than the complete elimination of a trip selection, will be treated as a reschedule.
  7. If the Company cancels a sequence during the PBS bidding window, it will be removed from PBS and shall not be awarded. If such cancelled sequence is awarded to a Flight Attendant, it will be treated as a misaward pursuant to Paragraph D.15.a below.
  8. The monthly bid shall be processed according to the following schedule:

<b>Process</b>	<b>Deadline</b>
Recurrent Training Bidding Opens	1 <sup>st</sup> day of calendar month prior to bid period; no later than 1200 DFW
Recurrent Training Bidding Closes	6 <sup>th</sup> day of calendar month prior to bid period at 1200 DFW
Recurrent Training Award Publication	7 <sup>th</sup> day of calendar month prior to bid period; no later than 1200 DFW
Bid Package Available Online	8 <sup>th</sup> day of calendar month prior to bid period; no later than 1200 DFW
PBS Bidding Opens for new Month	10 <sup>th</sup> day of calendar month prior to bid period at 1200 DFW
PBS Bidding Closes	15 <sup>th</sup> day of calendar month prior to bid period at 1200 DFW
PBS Preliminary Award	18 <sup>th</sup> day of calendar month prior to bid period at 1200 DFW
PBS Award Official Publication	20 <sup>th</sup> day of calendar month prior to bid period at 1200 DFW
Monthly Vacation Buyback Opens	23 <sup>rd</sup> day of calendar month prior to bid period at 1200 DFW
Monthly Vacation Buyback Closes	Last day of calendar month prior to bid period at 1200 DFW
Monthly Vacation Buyback Award Publication	No later than the last day of the calendar month prior to bid period at 1700 DFW

#### D. PREFERENTIAL BID SYSTEM (PBS)

1. Flight Attendants shall use a Preferential Bidding System to construct Lineholder and Reserve lines of flying. In the event the Company desires to change PBS vendors, vendor selection shall be made by mutual agreement of the parties.
2. The APFA Contract and Scheduling Chairs will be provided equal access to verify system settings, constraints and parameters and shall be afforded union administrator access to the PBS system; and shall be provided any access to monitor the PBS runs. Upon request, the APFA Contract and Scheduling Chairs shall be provided with any data or reports readily available from PBS.

In addition, the APFA Contract and Scheduling Chairs shall be provided view only access (no ability to make changes to the system) to ETB, TTS/UBL, and ROT/D. The APFA may request reports and the Company shall provide any data or reports readily available for ETB, TTS/UBL and ROT/D.

3. The APFA and the Company shall jointly update PBS, TTS/UBL, ROT/D, and ETB procedure manuals and training manuals as needed. The Company shall consult with the APFA Contract and Scheduling Chair(s) as it relates to any concerns regarding PBS.
4. All PBS algorithms, parameters, logic, bidding options, interface, PBS versions, etc., must be mutually agreed upon and shall not be changed without mutual agreement. No part of the PBS software or equipment shall be substituted, altered, or modified without the prior written consent of the APFA.
5. Costs of PBS
  - a. The Company shall bear all expenses related to PBS, including but not limited to, software development and all post-installation software modification required to meet the terms of this Agreement, equipment purchases, the interfacing of current hardware with new PBS computers, the supplying of sufficient numbers of operating terminals for Flight Attendants to bid at each crew base, and the providing for internet and network bidding capabilities for a web-based program.
  - b. The Company agrees to secure an agreement with the PBS vendor which entitles the Company to receive, on an ongoing basis, the most up-to-date version of the PBS software.
  - c. The Company shall continue to provide PBS training to new hires.
6. As far in advance as possible, but no later than 1200 DFW on the third (3<sup>rd</sup>) day of the month prior, the Scheduling Committee Chair shall be provided the system settings for the next month's PBS award. The system settings which may change from month to month are limited to the target average line value, minimum number of Reserves for the bid period, and percentage of Reserves available on each day of the month. The Committee Chair may make recommendations pertaining to such settings.
7. As far in advance as possible, but no later than 1200 DFW on the third (3<sup>rd</sup>) day of the month prior, the Scheduling Committee shall be provided with the following information:
  - a. Block and credit time allocated to each crew base/position and crew complement;
  - b. Other credit hours by crew base including vacation credit hours, known sick hours, Company business hours, training credit hours;

- c. Total soft credit hours by crew base; and,
  - d. Other specific information as agreed upon by the Company and the APFA.
8. All known sequences at the time of PBS award shall be included in the PBS bid and awarded to Flight Attendants bidding for such sequences while respecting the seniority of the bidder's choices, pre-planned activity (Vacation, Union Business, Training, etc.) and the global award constraints as outlined in Paragraph D.
9. Awards

A Flight Attendant's final bid award shall be available for review in PBS, accessible from home through a web-based program, no later than 1200 DFW on the twentieth (20<sup>th</sup>) of the month prior. The following information shall be included in such award in a format to be agreed upon between the Company and the APFA:

- a. Scheduled Credit Hours for the line;
- b. Scheduled Block Hours for the line;
- c. Scheduled time away from base for the line;
- d. Actual number of days off in line;
- e. Sequence numbers;
- f. Carry in and carry out credit;
- g. Sequence report and release times;
- h. Positions by sequence;
- i. Scheduled credit for each sequence;
- j. Layover cities;
- k. Days off and days of availability blocks for Reserves;
- l. Training assignments;
- m. Vacation days;
- n. Planned absences;
- o. Number of landings;
- p. Number of Duty Periods; and,
- q. Other information as agreed upon by the APFA and Company.

The Company will provide an electronic means to allow a Flight Attendant to check their PBS awarded sequences and positions.

A Flight Attendant who participates in PBS will be deemed to have acknowledged and accepted the sequences awarded in their line.

10. It shall be the Flight Attendant's responsibility to enter their bids into PBS. Errors or omissions from bid services or the Flight Attendant's designee who are allowed access to the Flight Attendant's bids shall not be the responsibility of the Company.

11. Global Parameters

- a. PBS shall construct lines in accordance with the global parameters as defined in Paragraph 11. Bid awards shall be made in seniority order and in compliance with the global constraints of the system. Such parameters may be altered by mutual agreement as outlined in Paragraph A.1.
- b. The maximum amount of open time remaining after posting of PBS awards shall not exceed three percent (3%) of the total sequence credit time at the crew base, or the equivalent of one (1) line of flying at the minimum PBS bidding window, ignoring low time options, whichever is greater. For the purposes of this Paragraph, total sequence credit time shall include those hours included in a sequence which originates during the month for which lines are being constructed.
- c. Any open time remaining after posting of PBS line awards shall be distributed evenly throughout the month according to the logic of the PBS system.
- d. Lines shall be constructed to create lines of flying containing a minimum of seventy (70) credit hours and a maximum of ninety (90) credit hours per bid period. The Company may flex the minimum and maximum line value upward by an annual amount of twenty-five (25) hours, but in no case more than five (5) hours during any given month. Flexes beyond twenty-five (25) hours in a year will require agreement of the APFA. Upon request, the Company will meet with the APFA and supply information demonstrating the necessity of the flex. Upon identifying the need to flex, in any month the Company flexes the maximum, the Company must offer vacation monthly buyback for that month.
- e. The Company may set a targeted line average between seventy-five (75) and eighty-five (85) hours. In months the Company flexes the maximum to ninety-five (95) hours, the targeted line average may be set to no more than eighty-eight (88) hours. The targeted line average is a global parameter which will be respected while awarding Flight Attendant sequences pursuant to their seniority.
- f. As an exception to Paragraph D.11.d, a Flight Attendant may indicate a PBS bid choice which may allow the PBS bid award to exceed the bounds specified by bidding a low or high bidding option. Lines constructed in accordance with this bid option shall be constructed to no less than forty (40) hours (Low Option) or no more than one hundred and ten (110) hours (High Option).
- g. Flight Attendant(s) who select the Low Option during a given bid month and also hold at least seven (7) days or more of vacation during that month, shall be given priority to achieve a PBS result below the minimum line value ahead of other Flight Attendants who may be more senior but do not hold vacation.

12. In addition to the global parameters specified in Paragraph D.11, PBS shall award sequences within a bid line in accordance with the additional parameters specified in this Paragraph. Such parameters may be altered by mutual agreement as outlined in Paragraph A.1.

- a. The established PBS, TTS and ETB default for crew base rest time between sequences shall be as specified in Hours of Service, Section 11.I and International Flying, Section 14.H, plus forty-five (45) minutes. A Flight Attendant, at their option, may waive to minimum Federal Aviation Regulation (FAR) rest plus one (1) hour and thirty (30) minutes.



In actual operations, a Flight Attendant electing this option will be required to reduce rest to minimum FAR rest.

- b. **Multiple Sequences:** Unless waived by the Flight Attendant, the PBS, TTS and ETB systems shall not force a Flight Attendant to commence a new sequence on the same day they check out from a sequence. A Flight Attendant may waive to accept multiple sequences (terminating and beginning) in the same calendar day separated by legal crew base rest plus forty- five (45) minutes. A Flight Attendant, at their option, may waive to minimum FAR rest plus one (1) hour and thirty (30) minutes. In actual operations, a Flight Attendant electing this option will be required to reduce rest to minimum FAR rest.
- c. **Double Up Sequences:** Unless waived by a Flight Attendant, the PBS system will not award double up sequences, which are two (2) sequences within the same duty day not separated by legal crew base rest. A Flight Attendant waiving to receive a double up sequence shall not be scheduled to exceed the FAR maximum. A Flight Attendant waiving to accept double up sequences may be awarded a sequence separated by thirty (30) minutes from check-out to check-in.
- d. The combined sequence awarded in Paragraph D.12.c, must meet the contractual rest requirements as a single sequence unless waived by the Flight Attendant.
- e. The established PBS default for the consideration of block time in a period of seven (7) consecutive days shall be no more than thirty (30) block hours. At the Flight Attendant's option, such limitation shall be waived.
- f. The established PBS default for the consideration of required rest in seven (7) days shall require that FAR rest may not be obtained while on a layover. However, at the Flight Attendant's option, such FAR rest may be obtained while on a layover.

13. Bidding Options

- a. The Company agrees to provide and properly maintain sufficient computers at each crew base.
- b. When selecting hotels, the Company shall preference "no cost" internet access for PBS. Should other crew members be afforded free internet access at the same hotels, such free internet access shall be provided to Flight Attendants.
- c. A Flight Attendant shall not be charged to interface with the PBS program from their personal computer through the Flight Attendant's internet service provider. The Company's system shall have sufficient capacity to accommodate all Flight Attendant users on-line without restriction or delay. The Company agrees to work with the JSC on an ongoing basis to ensure that concerns regarding interface with programs are promptly addressed.
- d. At a minimum, bidding options and system capabilities offered shall include the following:

<b>PBS LINEHOLDER PROPERTIES</b>	
1.	Days Off [Date] Flight Attendant may bid for a day(s) off on a specific date on a calendar.
2.	Minimum Days Off Between Work Blocks [Value] Flight Attendant may set the number of days off between work periods. The system default is one (1) day.
3.	Maximize Weekend Days Off [Prefer]

	Flight Attendant may bid to prefer the greatest number of weekend days (Saturday or Sunday) off anywhere in the month.
4.	Maximize Total Days Off [Prefer] Flight Attendant may bid to prefer the greatest number of days off anywhere in the month.
5.	Maximize Block of Days Off Flight Attendant may bid the greatest number of consecutive days off anywhere in the month.
6.	String of Days Off [Starting on Date, Ending on Date] Flight Attendant may bid for a string of days off.
7.	Waive Minimum Days Off Flight Attendant may waive the minimum days off.
8.	Pairing [Pairing number, Date] Flight Attendant may bid for a specific sequence number and/or a specific sequence number on a specific date.
9.	Pairing Length [Value, and/or On a Specific Date] Flight Attendant may bid to prefer sequences with a specified number of calendar days and/or a specified number of calendar days on a specific date.
10.	Duty Periods [Prefer] Flight Attendant shall be able to prefer a number of duty periods within a sequence.
11.	Report Between/Release Between [Before/After, Time, Date] Flight Attendant may bid for sequences that report/release before or after a specific time and/or for sequences that report/release before or after a specific time on a specific date.
12.	Mid-Pairing Report After [Time] Flight Attendant may select the earliest possible report time for all duty periods within a sequence, excluding the first duty.
13.	Mid-Pairing Release Before [Time] Flight Attendant may select the latest possible release time for all duty periods within a sequence, excluding the last duty period.
14.	Pairing Type [Type of Pairing] Flight Attendant may prefer a type of pairing(s).
15.	Speaker Required Pairings [Specific Language] Flight Attendant may bid for sequences that require a specified foreign language qualification.
16.	Maximum TAFB-Credit Ratio [Credit Ratio Value] Flight Attendant may bid for sequences that do not exceed the Credit Ratio Value (sequence time away from base/sequence credit).
17.	Minimum Average Credit Per Duty [Value] Flight Attendant may bid for sequences with a minimum average credit time per duty. This limit shall apply to all duty periods within the sequence.
18.	Maximum Duty Time Per Duty [Value] Flight Attendant may bid for a maximum amount of time per duty period.
19.	Maximum Block Per Duty [Value] Flight Attendant may bid for sequences with a maximum block time per duty period. This limit shall apply to all duty periods within the sequence.
20.	Connection Time [Minimum/Maximum Value] Flight Attendants may bid for sequences that have a minimum or maximum connection (sit) times. This limit shall apply to all duty periods within the sequence.
21.	Deadheads [Prefer/Avoid] Flight Attendant may bid to prefer or avoid deadheads in the sequence.
22.	Co-Terminal/Satellite [Prefer, Co-Terminal/Satellite] Flight Attendant may bid for sequences that originate from a specific co-terminal/satellite.

23. Layover at City [Prefer/Avoid, Station, Date] Flight Attendant may bid to prefer or avoid a layover station.
24. Layover Time [Minimum/Maximum, Duration] Flight Attendant may bid for sequences with a minimum or maximum layover between duty periods. This limit shall apply to all layovers within the sequence.
25. Landing at City [Prefer/Avoid, Station] Flight Attendant may bid to prefer or avoid landing at a city within a sequence.
26. One Landing on First/Last Duty [Prefer] Flight Attendant may bid to prefer one landing on the first and/or last duty period within a sequence.
27. Maximum Landings per Duty Period [Value] Flight Attendant may bid for sequences with a maximum number of landings per duty period. This limit shall apply to all duty periods within the sequence.
28. Aircraft [Prefer/Avoid, Aircraft type] Flight Attendant may bid to prefer or avoid sequences with specific aircraft type.
29. Positions Order [Crew position] Flight Attendant may bid to prefer a specific position(s) in priority order on sequences. Flight Attendants positions are specified on each sequence.
30. Prefer Positions Order Per Aircraft [Prefer] A Flight Attendant may prefer a specific position on an aircraft, Flight Attendant positions are specified on each sequence*.
31. Target Credit Range [Minimum/Maximum, Value] Flight Attendant may preference line built within a specific credit range.
32. Maximize Credit [Prefer] Flight Attendant may bid for the highest credit value possible at that layer.
33. Work Block Size [Minimum/Maximum] Flight Attendant may bid for a work block with a minimum and maximum of consecutive workdays contained within a work block. This will apply to all work blocks within the month. System default is 1 – 6 workdays.
34. Cadence on Day-of-Week [Prefer] Flight Attendant may select work blocks that begin on the same day of the week throughout the bid month.
35. Commutable Work Block [Time] Flight Attendant may bid a work block that begins after a specific time and ends prior to a specified time.
36. Pairing Mix in a Work Block [Min 3, Max 6] Flight Attendant may create work block that contain sequences of specific lengths. The system will use the sequence lengths only in the order that the Flight Attendant specifies.
37. Allow Double-Ups [Date] Flight Attendants may elect to allow legal double-ups on a specific date to be included in their awarded line.
38. Allow Double-Ups [Prefer] Flight Attendants may elect to allow legal double-ups to be included in their awarded line.
39. Allow Multiple Pairings [Prefer, Date] Flight Attendants may elect to allow two (2) sequences in the same calendar day separated by legal crew base rest in their line-of-time or to limit multiple pairings to only a specific date(s).
40. Allow Co-Terminal Mix in Work Block Flight Attendant may bid for sequences that originate in different airports within a co-terminal base to be awarded within the same work block.
41. Waive Crew Base Rest in accordance with Paragraph D.12.
42. Waive Carryover Credit

Flight Attendants shall be able to designate in PBS whether or not to apply carryover duty period(s) for credit purposes only. Excluded carryover time will not be considered when calculating the average line value.
43. Avoid Person(s) Flight Attendant may avoid up to four (4) other Flight Attendants waiving their seniority to immediately below the most junior Flight Attendant's seniority.
44. Buddy With Flight Attendant may bid with up to four (4) other Flight Attendants, utilizing the seniority of the least senior Flight Attendant.
<b>PBS RESERVE PROPERTIES</b>
45. Reserve Days Off [Date] Flight Attendant may bid for Reserve Day(s) off on a specific date on a calendar by priority by layer.
46. Block of Reserve Days Off [Prefer, Value] Flight Attendant may bid to prefer a number of consecutive Reserve Days off.*
47. Waive to Allow Carryover to be Reserve Days Off Flight Attendant shall be able to designate carry-over pairings as Reserve days off. If used, any carry-over trip will be paid above reserve guarantee (pay no credit).
48. Reserve Work Block Size [Minimum/Maximum] Flight Attendant may bid for a Reserve work block with a minimum and maximum of consecutive days of Reserve (Standing Bid Only).
<b>PBS LINEHOLDER AND RESERVE PROPERTIES</b>
49. Reasons Report – System shall generate a report for each Flight Attendant which explains why a preferred sequence or day off was not awarded.
50. Standing Bids – System shall maintain persistent or “standing” bids which shall act as default bids should the Flight Attendant fail to enter a monthly bid. If a Flight Attendant fails to input their bid and does not have a standing bid, the Flight Attendant's bid will be a default bid created by the JSC.
51. Vacation Extension (VEX) – A Flight Attendant who is scheduled for at least seven (7) consecutive vacation days may elect to place up to a total of four (4) days off (at sole discretion of the Flight Attendant) before, after, or split on either side of such vacation period. The days off will act as a pre-planned absence and will carry neither a value for pay nor credit. Such days off will be counted toward the Reserve's scheduled Golden Days. Such block of four (4) days, or portion thereof, may be extended into the next bid period. Such election shall be honored unless the PBS program cannot produce a solution honoring such election.
52. Pay Purpose Only (PPO) Bid – Crew Schedule Planning shall run PBS with the same bids and settings as the regular bid with the addition of the bids (standing or actual) of any Flight Attendant who is off the entire bid period to determine what they could have held for pay purposes only. Such PPO awards shall only be used for this pay determination and shall not change in any way sequence awards as published in the final line awards.
53. Other bid Options as agreed by the APFA and the Company, subject to vendor capability.

\*Note: If the provision(s) cause PBS to exceed the contractual PBS timeline, the parties will mutually agree on a solution.

#### 14. Infeasible Solutions

- a. If, during the actual PBS run, it becomes apparent that the PBS system will result in an infeasible solution or the solution is processing too slowly that it may not comply with the

applicable time requirements, the Company may discontinue the PBS run. In such instances, the Company shall notify the National Scheduling Chair of each situation as soon as possible.

- b. During the notification process, the Company shall provide the National Scheduling Chair the following information:
  - i. Reason the PBS run was terminated;
  - ii. Proposed PBS setting(s) to be modified for the run; and,
  - iii. Company contact number and time of call, if the APFA's designated National Scheduling Chair is not available.
- c. Upon notification of an unsuccessful PBS award process, the National Scheduling Chair may provide recommendations for methods to effectively complete the PBS award process. If the Company is unable to reach the National Scheduling Chair, the Company shall contact the APFA National President.
- d. Other than specified in this Paragraph, the Company may not discontinue a PBS run intended for publication or rerun a PBS award that has been run and awarded in compliance with this Agreement. This provision is not meant to prohibit a PBS run not intended for publication such as a run to test the parameters of the system.

#### 15. PBS Mis-awards Due to System or Company Error

- a. Any Flight Attendant who has an inquiry or believes they may have received a mis-award shall notify Crew Schedule Planning no later than the 1200 DFW on the twenty-fourth (24<sup>th</sup>) of the month, or, if on vacation, within twenty-four (24) hours of return from the Flight Attendant's vacation. No remedy will be offered if the subject of the inquiry was due to the Flight Attendant's choice of bid preferences. In the event of a system error or Company initiated error, a Flight Attendant may fly any of their mis-awarded sequences, or may, at the Flight Attendant's option be removed from the sequence(s) and be made whole as outlined below:
  - i. A Flight Attendant will be required to bid for "like sequences". A like sequence shall have comparable check-in/out times, number of days, Domestic for Domestic, IPD for IPD, and NIPD for NIPD. The Flight Attendant shall bid for "like sequences" in the first TTS run for that bid period following confirmation of PBS mis-award.
  - ii. The Flight Attendant shall receive the greater of the trip they should have been awarded in PBS or the trip the Flight Attendant was awarded in TTS. If the Flight Attendant is not awarded the sequence out of TTS, the Flight Attendant shall be pay protected for the trips they would have held on the basis of trips missed.
  - iii. A Reserve may keep all of their mis-awarded days off, or may, at their option be awarded corrected days off.
- b. Where a programming error affects a substantial number of Flight Attendants in a crew base, the Company and APFA may agree upon a re-award of the PBS bid.

#### 16. Reserves

- a. Reserve lines shall be allocated as part of the monthly PBS process. A Flight Attendant who may be awarded a line of flying may conditionally bid for a reserve line. Such bid will

be respected provided a Reserve is available who can accept the line of time being bypassed.

- b. Reserves will have a minimum of twelve (12) scheduled days free of duty ("days off") at their crew base each bid month. Eight (8) of such days shall be Golden Days and four (4) shall be Flex Days. Patterns must conform to the following:
  - i. Each period of days off must have no fewer than two (2) days off and no more than eight (8) days off.
  - ii. As an exception to Paragraph D.16.b.i, because of the proration tables in Paragraph D.16.d, a Reserve may be awarded one (1) day off. If one isolated day off falls on the last day of the bid period, the Company shall ensure that the Reserve receives at least one (1) day off on the first day of the following bid period. This may be waived by the Reserve.
  - iii. Every Flex Day must immediately follow a reserve day of availability or another Flex Day. If the Flex Days are grouped with Golden Days, the Flex Days must precede the Golden Days.
  - iv. Day off periods may not be separated by less than three (3) days of reserve or by more than six (6) days of reserve. Groups of days of reserve which transition from month to month shall be subject to this limitation.

As an exception, since the Flight Attendant's status is unknown for the future month, all reserve Flight Attendants may be awarded/assigned less than three (3) days of reserve on the last days/s of the Reserve month.

- v. Flex days will be awarded in such a manner to allow assignment where necessary. If a day off is not assignable, such day off must only be a Golden Day.

Example: A Flex Day on the 29<sup>th</sup>, followed by a Golden Day on the 30<sup>th</sup> and 31<sup>st</sup> would not be acceptable because there would be no RSV days in the bid month to convert if the Reserve was required to work into their Flex Day.

- c. A Reserve who has less than seven (7) vacation days in a bid period shall receive a minimum of twelve (12) days off. A Reserve who has seven (7) or more days off in a bid period shall receive days off at a pro-rated rate consistent with the chart in Paragraph D.16.d.
- d. The chart below shall be used to determine the number of days free from duty for a Reserve who is bidding for or returning to schedule as a Reserve with less than a full bid period. This chart shall be used to determine the number of days free from duty during the Reserve's days of availability in a partial bid period.

30 Day Month				31 Day Month			
Available Days	Prorated Days Off	Flex Days	Golden Days	Available Days	Prorated Days Off	Flex Days	Golden Days
29-30	12	4	8	30-31	12	4	8
27-28	11	4	7	28-29	11	4	7
24-26	10	3	7	25-27	10	3	7
22-23	9	3	6	22-24	9	3	6
19-21	8	3	5	20-21	8	3	5
17-18	7	2	5	17-19	7	2	5
15-16	6	2	4	13-16	5	2	3
10-14	4	1	3	10-12	4	1	3
7-9	3	1	2	8-9	3	1	2
5-6	2	1	1	5-7	2	1	1
2-4	1	1	0	2-4	1	1	0
1	0	0	0	1	0	0	0

17. Flight Attendant Returning from Leave of Absence

- a. A Flight Attendant returning from a leave of absence who is current with annual FAA-required training (CQ) shall be eligible to bid a schedule for the following bid period provided the Flight Attendant has supplied a return date, and in the case of a medical leave, a doctor's note to the Company by 1200 DFW on the 10<sup>th</sup> of the month prior and will be processed by the close of the next business day. To preference Lineholder or Reserve status, a Flight Attendant must submit their release by 1200 DFW the last business day of the prior month.
- b. A Flight Attendant who is current with annual FAA-required (CQ) and has a return date for the next bid period which will result in the Flight Attendant being available for less than a full bid period, and who complies with the timelines and requirements specified in Paragraph D.17.a, may bid in PBS. A Flight Attendant will subject to the following proration:
  - i. A Reserve shall have prorated minimum days off and a prorated minimum line guarantee (Reserve days multiplied by the Reserve's daily value of 3:56 or 4:10) according to Paragraph D.16.d. A Flight Attendant awarded/assigned a Reserve line shall be responsible for flying a prorated schedule.
  - ii. A Lineholder's minimum and maximum bid window will not be prorated and will include any credited time for the month. A Flight Attendant may waive minimum days off.
- c. If a Flight Attendant is not current with annual FAA-required training (CQ) at the time of PBS bidding or will not be current with annual FAA-required training (CQ) in the month they return, the Flight Attendant will not be able to bid and will be scheduled for training as provided for in Section 25.K.6.
- d. A Flight Attendant on medical leave claiming sick time during a partial bid period shall have the credit placed on their line as a unplanned absence.
- e. If a Lineholder was not able to meet the requirements of Paragraphs 17.a.-c, i.e, they do not bid PBS, the Lineholder will be permitted to hold an open line and must make a reasonable effort to pick-up time through TTS and ETB to reach the prorated PBS

minimum and they shall receive a prorated minimum line guarantee. A Reserve will be awarded a line including their days off commensurate with their seniority.

- f. The Flight Attendant will be responsible to demonstrate a reasonable effort to make up the time. The Flight Attendant may make themselves available at their discretion and does not have to make themselves available on a holiday they would not have been scheduled to fly. A Flight Attendant satisfies the reasonable effort requirement if at any time(s) during the bid month they make themselves available for sequences commensurate with their seniority, for the equivalent number of duty periods. These duty periods need not be consecutive.

#### 18. Planned Absences

- a. Known planned absences will be placed in the Flight Attendant's line prior to the PBS bidding and the applicable credit shall be applied towards the Flight Attendant's monthly PBS line credit.
- b. All other planned absences, e.g., sick, vacation, Company business, Union business, and training, will have the credit value as agreed upon in this Agreement.

19. Carry-in and carry-out trips will be paid and credited as defined in Hours of Service, Section 11.

### E. TRIP TRADE SYSTEM (TTS)

1. General Information – TTS will provide an electronic means for Flight Attendants to conduct the following type of transactions within their crew base:

- a. Drop sequences (Drop Transaction Bid);
- b. Pick-up sequences which remain in open time after the monthly line award or which subsequently become open due to TTS transactions, sick calls, training, jury duty, Union business or other events (Pick-up Transaction Bid);
- c. Simultaneously drop one sequence and pick-up one sequence from open time or from another Flight Attendant who is simultaneously dropping the desired sequence during the TTS process (Drop/Pick-up Transaction Bid). TTS will recognize trade transactions. Such trade transactions shall include an unlimited number of Flight Attendants but may include a limitation on the number of individual transactions based on possible programming constraints. For example, the following Drop or Pick-up Transaction Bids would be awarded as a trade:

Flight Attendant A wants to drop sequence #1 and bids for sequence #3  
Flight Attendant B wants to drop sequence #2 and bids for sequence #1  
Flight Attendant C wants to drop sequence #3 and bids for sequence #2  
Award: Flight Attendant A - #3, Flight Attendant B - #1, Flight Attendant C - #2.

- d. Drop multiple sequences (2) in a transaction conditional on picking up another sequence.
- e. Add multiple sequences (2) in a transaction conditional on dropping another sequence.
- f. A Flight Attendant shall be able to bid and be awarded specific positions in TTS.

2. TTS Process Timeline



- a. Upon PBS award, Flight Attendants shall input bids for the purposes of the next month's TTS process. Such bids will be stored and processed in the TTS Queue at 2300 HBT on the 21<sup>st</sup> day of the calendar month.
- b. The TTS Queue will close each day at 2300 HBT for sequences which depart on or after the calendar day beginning at 0000, twenty-five (25) hours later, including any sequences through the end of the bid period, including transition sequences.
- c. Awards will be posted no later than 0400 HBT for the calendar day beginning at 0000, twenty (20) hours later.
- d. TTS will not process trades between bid periods. Transition sequences will be considered part of the bid period in which they commence for the purpose of TTS.
- e. In order to avoid transition conflicts, for a period not to exceed forty-eight (48) hours while PBS is processing, a Flight Attendant shall not be able to pick up, drop or trade a trip through TTS that touches the last three (3) days of the bid period.

3. TTS Award Parameters and Constraints

- a. TTS transactions shall be processed based on seniority.
- b. TTS transactions will be processed for sequences that the Flight Attendant is legal to operate under the terms of the Agreement and in accordance with the parameters specified in Paragraph D.12.a-f.
- c. A Flight Attendant who participates in a TTS transaction shall be deemed to have acknowledged and accepted the assignment upon the award of the transaction.
- d. A Flight Attendant will be able to access the TTS program through a web-based program at no cost to the Flight Attendant.
- e. A Flight Attendant may utilize the web-based TTS program to check their award.
- f. A Flight Attendant shall be allowed to drop a sequence in TTS in accordance with Paragraph 10.H.7, to pick up a red flagged sequence in open time.
- g. A Flight Attendant may pick-up or trade to operate an additional sequence during a day the Flight Attendant is already scheduled for duty to the extent permitted by this Agreement and in accordance with the parameters specified in Paragraph D.12.a-f. The provision allows both double ups, i.e., portions of two (2) sequences combined within the same duty day, and multiple sequences, i.e., two (2) sequences in the same calendar day separated by legal crew base rest.
- h. TTS transactions which result in an increase in the number of Open Sequence Days shall be subject to a daily and monthly limit. The award of the TTS transaction will not be approved if approval of that TTS transaction would cause the number of Open Sequence Days to exceed:
  - i. Monthly Limit - A monthly limit will be calculated by crew base using the following formula:

$$(\text{Total Known Sequence Position Hours} \times 3\%) \div \text{Value of a Sequence Day} = \text{Monthly Open Sequence Day Limit}$$

The Value of a Sequence Day will be calculated using the following formula:

Total Known Sequence Position Hours ÷ Total Sequence Days = Value of a Sequence Day

The monthly limit shall only apply to TTS transaction(s) which result in an increase in the number of Open Sequence Days. A transaction that is neutral or positive such as a drop/pick up of a three-day sequence for another three-day sequence shall not be subject to this limitation.

- ii. Daily Limit - A daily limit will be calculated by crew base using the following formula:

Total Monthly Open Sequence Day Limit ÷ Days in the Bid Month = Daily Open Sequence Day Limit

- (a) A transaction shall not cause any day at or below the Daily Limit to exceed the Daily Limit; and

- (b) Note: For purposes of TTS transactions a flight which releases on or after 0000 will be considered to operate on the calendar day. Thus a sequence that releases at 0015 shall be considered to operate on both calendar days of the duty period for purposes of Open Sequence Day calculations.

- iii. Notwithstanding the above, if coverage is sufficient as determined by Crew Scheduling in its sole discretion, a higher monthly or daily Open Sequence Day limit may be used for a TTS run. Upon request of the APFA, the Company shall meet with the National Scheduling Chair to discuss any concerns regarding the Open Sequence Day limitations.

Example:

Flight Attendants with seniority numbers of #5 and #6 each enter Drop Transaction Bids. Either Flight Attendant's transaction, if awarded, would exceed the number of Open Sequence Days permitted on that day, and therefore will not be awarded immediately. If, in a subsequent TTS transaction, a more junior Flight Attendant picks up an open sequence, thereby reducing Open Sequence Days on the given day, the Drop Bid of Flight Attendant #5 would be awarded prior to Flight Attendant #6 (Subject to IT limitations).

- i. Trading for More Negative Day(s) in TTS

- i. As an exception to the Daily Limit above, a transaction that improves coverage\* will be approved even though the sequence being dropped exceeds the Daily Limit if:

- (a) the sum of coverage from the calendar days of the sequence being picked up will be equal to or worse than the sum of coverage from the calendar days of the sequence being dropped (including the value of the dropped sequence when calculating the sum of coverage);

- (b) the worst coverage day of the sequence being picked up will be equal to or worse than each day(s) of the sequence being dropped (including the value of the dropped sequence when calculating the worst coverage day);

- (c) the sequence being picked up must be equal or greater calendar days in duration to the sequence being dropped; and

(d) such sequence dropped shall not make coverage worse on a Protected Holiday as described in Paragraph E.3.i.i-ii.

\*Coverage will be defined as the sum of projected reserves available, by each calendar day of the trip, minus projected open time, as measured by calendar days, for each calendar day of the trip; negative and positive calendar day values will be determined with an objectively applied formula and the coverage forecast will take into account reserve requirements, both historical and projected staffing needs, and the expected amount of open time. The APFA Scheduling Chair shall have access to review the positive or negative values associated with specific trip trade awards.

Note: For purposes of TTS transactions a flight which releases on or after 0000 will be considered to operate on the calendar day. Thus, a sequence that releases at 0015 shall be considered to operate on both calendar days of the duty period for purposes of Open Sequence Day calculations.

- ii. Holiday Restrictions: Flight Attendants using TTS transactions in accordance with this Paragraph to drop a sequence touching a restricted holiday may only do so subject to the daily and monthly Open Sequence Day Limitations. The Open Sequence Day limitation shall only apply on the restricted holiday and not on any day(s) surrounding the restricted holiday. For the purposes of this Paragraph, restricted days will include New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Eve.
- iii. This exception process will occur after the nightly TTS run and shall be posted with the TTS awards as specified in Paragraph 10.E.2.c.

4. Lineholder use of TTS

- a. A Lineholder may conduct TTS transactions down to a minimum line credit of forty (40) credited hours in a bid period. No TTS transaction will be approved if it takes the Flight Attendant to less than forty (40) actual paid and credited hours.
- b. TTS will not award a Lineholder’s TTS bid if the award would result in the Lineholder’s credited hours including any vacation, training, etc., exceeding one hundred fifteen (115) credited hours of Company Time (including any Vacation, Jury Duty, etc.) in their line.
- c. TTS will only process transactions which result in a Lineholder’s projection remaining within or if already outside of the TTS window, moving closer to their TTS bidding credit window as specified in Paragraph O.
- d. Sequences picked up while utilizing ETB will increase a Lineholder’s projection and their maximum TTS bidding credit window. Sequences dropped utilizing the ETB will reduce a Lineholder’s projection and their maximum TTS bidding credit window. The intent of this Paragraph is to minimize the use of TTS to add trips which are subsequently dropped using the ETB.

<b>Activity</b>	<b>Projection (PROJ)</b>	<b>Maximum (MAX)</b>	<b>Actual (ACT)</b>
ETB	increase/decrease	increase/decrease	increase/decrease
TTS/OT	increase/decrease	n/a	increase/decrease

Note: No TTS or ETB transaction will be approved if it takes the Flight Attendant to less than forty (40) actual paid and credited hours.

- e. A Lineholder may conduct TTS transactions that would result in actual flying on a day(s) pay protected by any other portion of Section 10. The Lineholder will receive pay and credit for such time.
5. Reserve use of TTS
- a. Reserves may utilize the TTS to drop, pick up and trade sequences on Golden Days and Flex Days.
  - b. A Reserve with an awarded TTS sequence on Golden Day(s) off will not be assigned a Reserve sequence that conflicts with their TTS sequence unless assignment is necessary according to the Priority of Trip Assignment language specified in Reserve Duty, Section 12.O. If a Reserve's TTS sequence is dropped by Crew Scheduling on a Golden Day, the Reserve will be provided pay protection for the TTS sequence up to the point the Reserve can be split back onto the TTS sequence. The Reserve may be split back onto the TTS sequence or drop the portion of the TTS sequence.
  - c. If a Reserve's TTS sequence is dropped by Crew Scheduling on a Flex Day, there will be no pay protection and no obligation to split the Reserve back on a TTS sequence, unless provided pay protection in Paragraph 10.K and 10.L.
  - d. Once released from Reserve duty into days off or at the conclusion of their RAP prior to a day off, a Reserve may utilize TTS to drop, pick up and trade sequences. The Reserve will be subject to the rest requirements of the FARs, but no less than ten (10) hours from release to report.
  - e. A Reserve who is bidding a TTS trip prior to being released into their Flex Day or a Golden Day, may be awarded a TTS trip(s) to originate on the Reserve's first day off no earlier than 1000 HBT and released on the Reserve's last day off at the Flight Attendant's home crew base no later than 1600 HBT. A Reserve who does not receive minimum home base rest as a result of a TTS trip before or after available days shall reduce their home base rest down to FAR minimums, if necessary.
  - f. A Reserve picking up a sequence through TTS on a Golden Day, Flex Day or a day of Reserve Availability once released into such day pursuant to Paragraph E.5.a will receive pay no credit for such time above their minimum guarantee.
  - g. A Reserve may conduct TTS transactions that would result in actual flying on a day(s) pay protected by any other portion of Section 10. The Reserve will receive pay, no credit for such time.
  - h. A Reserve will have a TTS maximum of thirty (30) hours.
  - i. Sequences picked up, traded, or dropped in TTS on Reserve days off in accordance with Paragraph 5.a above will not impact the Reserve TTS maximum. TTS will only process transactions which result in a Reserve's projection remaining within or if already outside of the TTS window, moving closer to their TTS bidding credit window. A Red Flag sequence picked up in TTS will increase the TTS maximum.
  - j. Sequences picked up while utilizing ETB will increase a Reserve's projection and their maximum TTS bidding credit window. Sequences dropped utilizing ETB will reduce a Reserve's projection and their maximum TTS bidding credit window in accordance with the chart below. The intent of this paragraph is to minimize the use of TTS to add trips which are subsequently dropped using ETB.

Activity	Projection (PROJ)	Maximum (MAX)	Actual (ACT)
ETB	increase/decrease	increase/decrease	increase/decrease
TTS/OT	increase/decrease	n/a	increase/decrease

## F. POST TTS DAILY PROCESSING

### 1. TTS Unsuccessful Bidders List (UBL)

- a. A list of Flight Attendants who elect to be passed to the Unsuccessful Bidders List (UBL) because their bid was not awarded in TTS and their request originates on the first day of the TTS bid processing date range will be compiled upon conclusion of the TTS run. The TTS program will have an election the Flight Attendant may select if they wish to be placed on the Unsuccessful Bidders List for the sequence. The Unsuccessful Bidders List shall be used by Crew Scheduling for processing.
- b. Daily bids will be processed by using the Unsuccessful Bidders List to offer sequences to Flight Attendants in seniority order, except as provided for in Paragraph F.5.
- c. Drop/Pick Up Transaction (with overlap)  
If the Flight Attendant's bid includes a request for a sequence on the first day of the TTS bid processing date range and overlaps a sequence held by the Flight Attendant on a subsequent day(s), the bid will be subject to the daily and monthly limitations as specified in Paragraph E.3.h.
- d. Pick Up/Drop Transaction (without overlap)  
If the Flight Attendant's bid includes a request for a sequence originating on the first day of the TTS bid processing date range and includes a drop for a trip on a subsequent day(s) that does not overlap, such request will be subject to the daily and monthly Open Sequence Day limitations as specified in Paragraph E.3.h.
- e. Drop Transaction  
TTS bid processing date range and their drop transaction bid was not awarded during TTS, if the Flight Attendant so elects, the drop request will be moved to Crew Scheduling. If open time subsequently falls below the Open Sequence Day limitations as specified in Paragraph E.3.h, the request to drop will be awarded in seniority order among those Flight Attendants passed on to Crew Scheduling.
- f. Pick Up/Drop Transaction (Originating same day)  
A Flight Attendant shall be able to request to drop a trip originating on the first day of the TTS bid processing date range and pick up a trip originating on the same day. The trip picked up must be equal to or greater than the calendar days of the trip being dropped. The request(s) will be processed in UBL until 1500 HBT the day prior.
- g. Out of Base UBL pick up  
  
A Lineholder or Reserve on days off may pick up a sequence on UBL from another crew base only after in-base Lineholders and Reserves on days off have been processed and before processing in accordance with 12.K.2 and 12.K.3. Once the out of base Flight Attendant has been awarded the trip it may not be traded or dropped.
- h. Less Than Minimum Call-Out UBL List  
  
A Lineholder or Reserve on days off may pick up a sequence in UBL within two (2) hours prior to scheduled departure (three (3) hours in co-terminal bases). In-base Lineholders

and Reserves on days off will be processed before out of base LMCO Lineholders and Reserves on days off and prior to processing in 12.K.3.

h. A Reserve may utilize UBL in accordance with E.5. above.

## 2. General

- a. The Company shall display a daily electronic list of all open sequences by crew base.
- b. The Company shall electronically display a daily list of all flying assignments for that crew base. Such list shall remain available within the constraints of the system. The Company shall also continue to provide individual Flight Attendants access to their history electronically and their sequence history for a period of thirty-six (36) months. Additionally, the Company shall post the sequence package for a period of six (6) months.
- c. Following each UBL run, the Company shall provide a run summary including sequence(s) awarded (sequence number, seniority, name, base, employee number, position, language, and purser qualification of the awarded Flight Attendant). The report shall include the UBL run ID, time sequence(s) opened, and sequence(s) not awarded. The Company shall also provide any sequences transferred out of base and the time and base to which the sequence was transferred in the run summary, if possible, but if not in a daily report.

## 3. Processing Timeline

- a. **Sequences that open between 2300 HBT and 0400 HBT:** Sequences which open after 2300 HBT each day which originate on the first day of the TTS bid processing date range will be processed using the Unsuccessful Bidders List after the TTS awards are posted no later than 0400 HBT.
- b. **Processing after 0400 HBT:** Once the Unsuccessful Bidders List has been processed, any sequences that subsequently become available prior to two (2) hours (three (3) in co-terminal bases) before departure of the sequence will be processed immediately from the Unsuccessful Bidders List. If the trip is not awarded from the Unsuccessful Bidders List, the sequence will then be assigned to a Reserve according to the provisions of Reserve Duty, Section 12. Sequences which become available in two (2) hours (three (3) hours in co-terminal bases) prior to departure of the sequence will be processed from the LMCO Unsuccessful Bidders List. If the sequence is not awarded from the Unsuccessful Bidders List, the sequence will then be processed to a Reserve according to the provisions of Reserve Duty, Section 12.
- c. **Unsuccessful Bidders List Applicable to the Origination Day of Sequence:** Sequences will be processed utilizing the Unsuccessful Bidders List applicable to the origination day of the sequence. For example, on Monday, Crew Scheduling would use the Unsuccessful Bidders List from Saturday's TTS run to process sequences that originate on Monday.
- d. **Sequences Originating after the First Day of the TTS Bid Processing Range:** Sequences which open after 2300 HBT each day (Post TTS period), and originate after the first day of the TTS bid processing date range will not be awarded pursuant to this Paragraph but, rather, will remain as open time for bidding during the following day's TTS process.
- e. If there are no bidders or Flight Attendants on the Unsuccessful Bidders List, including Late Bidders, the sequence will be processed according to the provisions of Reserve Duty, Section 12.

#### 4. Processing Rules

- a. Daily Scheduling will process bids according to the specifications of Paragraphs D.12 and E.3.
- b. Crew Scheduling will award a Flight Attendant, in seniority order, a sequence for which the Flight Attendant is listed on the Unsuccessful Bidders List. If a Flight Attendant no longer chooses to be on the Unsuccessful Bidders List, the Flight Attendant is responsible for removing their name from the list. The Company will electronically notify the Flight Attendant for any award prior to 1900 HBT. Once the sequence is awarded, the Flight Attendant is responsible for such sequence and no confirmation is needed.
- c. A Flight Attendant awarded a sequence after 1900 HBT will receive an electronic notification of their award. If the Flight Attendant does not electronically acknowledge the award, Crew Scheduling will call to confirm their award. Once the sequence is confirmed, the Flight Attendant is responsible for such sequence. If the Flight Attendant does not confirm the assignment by answering the phone, Crew Scheduling will remove the Flight Attendant's name from the UBL list and shall move on to the next most senior Flight Attendant on the Unsuccessful Bidder List requesting such sequence.
- d. If a Flight Attendant is on another trip at the time the sequence opens, the Flight Attendant will not be passed over and such sequence will be awarded. Once the sequence is awarded, the Flight Attendant is responsible for such sequence and no confirmation is needed.

#### 5. Late Bidders

A Flight Attendant during the post TTS period may bid for a sequence. A Late Bidder will be added to the bottom of the Unsuccessful Bidders List and their bid will be processed according to their position on the list for sequences that come available. If the Flight Attendant's request to be considered a Late Bidder is received after the initial process of unsuccessful bidders at 0400 HBT on the day immediately following the TTS closing, the Flight Attendant will be processed in seniority order amongst all unsuccessful bidders. The award of such transactions for late bidders will be subject to rules in Paragraph F.4.

#### 6. Position Move-up

A Flight Attendant who has been awarded a sequence may enter a bid or persistent bid in TTS to change to another position on the same sequence. A Flight Attendant may indicate their election to move such bid to the Unsuccessful Bidders List. Within a two (2) hour period prior to report, a request to move to a premium position will be accommodated on any particular sequence. The Reserve will be assigned the vacant position.

#### 7. Inverse Assignment

When it becomes necessary to assign a Flight Attendant to open time it will be done in accordance with Reserve Duty, Section 12.O. Priority of sequence assignments will be made by positive contact to the Flight Attendant being assigned.

### **G. ELECTRONIC TRADE BOARD (ETB)**

1. The Company will provide a real time, electronic method of picking up, dropping, and trading sequences between Flight Attendants on a first come/first served basis. The ETB will not be used to distribute or trade open time. The following provisions will apply.
2. General Use of the ETB

- a. All sequence transactions through the ETB for the next month will be processed on the 22<sup>nd</sup> of the calendar month at 0400 HBT and will be awarded in first come/first served order.
  - b. ETB transactions will not be processed between the time the TTS bid closes at 2300 HBT and is awarded at 0400 HBT.
  - c. In order to avoid transition conflicts, for a period not to exceed forty-eight (48) hours while PBS is processing, a Flight Attendant shall not be able to pick up, drop or trade a trip that touches the last three (3) days of the bid period.
  - d. All ETB transactions will be available for processing up until sign-in time for the sequence. If the sequence has not been picked up, the Flight Attendant will be responsible for flying that sequence. This restriction shall not apply to Paragraph P.
  - e. The ETB system will include a real time acceptance message that requires a Flight Attendant picking up a sequence on the ETB to accept the sequence. A Flight Attendant requesting to drop or trade a sequence remains responsible for that sequence until approval for the drop or trade has been granted. Once a sequence is added, it becomes part of the Flight Attendant's line. Conversely, once a sequence is dropped, it is no longer part of the Flight Attendant's line.
  - f. ETB transactions will be processed for sequences that the Flight Attendant is legal to operate under the terms of the Agreement and in accordance with the parameters specified in Paragraph D.12.a-f.
  - g. Flight Attendants will be able to access the ETB through a web-based program at no cost to the Flight Attendant.
  - h. The Company will implement a technology-based system where a Flight Attendant can confirm a trip drop or trade.
  - i. A Flight Attendant can combine multiple sequences as specified in Paragraph D.12.
  - j. A Lineholder or a Reserve on a day off that is being pay protected in Section 10 may conduct ETB transactions outside the footprint of the originally scheduled pay protected sequence (sequence at the time of assignment/award). Any ETB sequence picked up within the footprint of the originally scheduled pay protected sequence will negate pay protection. The Lineholder will receive pay and credit for such time. The Reserve Flight Attendant will receive pay and no credit for such time.
3. Lineholder Use of the ETB
- a. Within the same crew base, Lineholders may drop sequences to other Flight Attendants, pick up sequences from other Flight Attendants on days off or on vacation days, and/or trade sequences with other Flight Attendants using the ETB.
  - b. Lineholders will be permitted to drop down to forty (40) credited hours in a bid period by trading with other Flight Attendant(s) or by dropping sequences to other Flight Attendants through the ETB.
  - c. There is no cap on the number of pay hours a Flight Attendant may gain through picking up sequences from other Flight Attendants through the ETB. Sequences picked up from the ETB will increase a Lineholder's projection and their maximum TTS bidding credit



window. Sequences dropped utilizing the ETB will reduce a Lineholder's projection and their maximum TTS bidding credit window.

#### 4. Reserve Use of the ETB

- a. Within the same crew base, Reserves may utilize the ETB to drop, pick up and trade sequences on Golden Days, Flex Days, or on vacation days, or a day of Reserve Availability once released. The Reserve will receive pay, no credit for such time above their minimum guarantee.
- b. A Reserve with an awarded ETB sequence on Golden Day(s) will not be assigned a sequence that conflicts with their ETB sequence in Future or Daily Scheduling unless assignment is necessary according to 12.K.2., or the Priority of Trip Assignment language specified in Reserve Duty, Section 12.O. If a Reserve's ETB sequence on a Golden Day is dropped by Crew Scheduling, the Reserve will be provided pay protection for the ETB sequence up to the point they can be split back onto the ETB sequence. The Reserve may be split back onto the ETB sequence or drop the portion of the ETB sequence.
- c. If a Reserve's ETB sequence is dropped by Crew Scheduling on a Flex Day, there will be no pay protection and no obligation to split the Reserve back on the ETB sequence, unless provided pay protection in Paragraphs 10.K and 10.L.
- d. Within the same crew base once released from Reserve duty into days off or at the conclusion of their RAP prior to a day off, a Reserve may utilize the ETB to drop, pick up and trade sequences on a Reserve Day. The Reserve will be subject to the rest requirements of the FARs, but no less than ten (10) hours from release to report.
- e. Within the same crew base, a Reserve who is bidding an ETB trip prior to being released into their Flex Day or a Reserve bidding an ETB trip on a Golden Day, may be awarded an ETB trip(s) to originate on the Reserve's first day off no earlier than 1000 HBT and released on the Reserve's last day off at the Flight Attendant's home crew base no later than 1600 HBT. A Reserve who does not receive minimum home base rest as a result of an ETB trip before or after available days shall reduce their home base rest down to FAR minimums, if necessary.

#### H. RED FLAGGING OPEN TIME

1. At any time prior to departure, Crew Scheduling may Red Flag a sequence/position in open time. Red flagged sequences shall be paid at the rate of one hundred and fifty percent (150%) and credited at one hundred percent (100%). Once a sequence is flagged it shall retain its premium for any pay protection provided within Section 10. If a Flight Attendant calls in sick for a red flagged sequence, no red flag premium will be applied.
2. Sequences which carry a red flag premium will be indicated as such in the Crew Management system. Flight Attendants may exclusively bid for red flagged sequences within TTS.
3. The premium pay rate shall not be paid for any red flag sequence that is assigned to a Reserve on days of availability.
4. A Reserve who picks up a red flagged sequence on their days off shall receive pay as referenced in Paragraph H.1.
5. A Flight Attendant may exceed their monthly TTS maximum to pick up a red flagged sequence.
6. Once a sequence has been red flagged in TTS, Crew Scheduling may not remove the red flag designation and its corresponding premium until after 0400 HBT one day prior to the departure

of the sequence. Once the TTS daily processing occurs on any day, the Company may not change the red flag designation until the TTS awards are complete for that day. Once the red flag sequence has been awarded the red flag premium may not be removed.

7. Red flag premiums for transactions in TTS will be applied as follows:

Transactions will be Awarded	Sequence Being Dropped	Sequence Being Picked Up	Red Flag Pay Premium
Pickup only		Red Flag	Yes
Trade (all scenarios)	Red Flag	Red Flag	Yes
Trade (no overlap or only overlaps 1 day)*	Non-Red Flag	Red Flag	Yes
Trade (1 day for 1 day with same origination date or overlaps 2+ days)*	Non-Red Flag	Red Flag	No; Sequence will be awarded, Red Flag indicator will be removed, and the sequence will no longer receive Red Flag premium unless Crew Scheduling redesignates the sequence as Red Flag

\*Overlap applies to a calendar day (0000-2359 HBT)

8. A Flight Attendant may bid generic or specific “Red Flag Only” sequence(s) and position(s) in TTS.

**I. INVOLUNTARY ASSIGNMENT**

Involuntary assignments shall only be made according to the Priority of Open Trip Assignment language specified in Reserve Duty, Section 12.O.

**J. RESCHEDULING**

1. General Provisions

- a. The provisions of Paragraph J are intended to allow for orderly rescheduling procedures in the event of last-minute operational irregularities that have a high probability of resulting in sequence delays or cancellations. These provisions are not intended to be utilized in such a manner so as to effectively require a Lineholder to serve as a Reserve.
- b. In the event a Lineholder loses three (3) or more full sequences (not pay protected by Section 10) because of a schedule change, including natural disaster and/or extraordinary circumstances, the following shall apply: A Lineholder shall be required to make a “reasonable effort” in order to receive pay protection under this Paragraph. A Lineholder may choose to waive pay protection for all or some of the sequences and be released from any obligation to remain available to the Company. This provision is to address the major issues specified above and is not intended to apply to normal scheduling changes affecting individual Flight Attendants.

In order to fulfill the “reasonable effort”, a Lineholder will be required to satisfy all of i and ii below:

- i. Bid for “like sequences” starting with the first TTS run for the applicable bid month following notification of the full sequence cancellation. A like sequence (comparable to the cancelled sequence) shall have:
    - a) comparable check-in/out times (at least one (1) hour before or after the original check-in/out times); and
    - b) same number of day(s); and
    - c) Domestic for Domestic or IPD for IPD or NIPD for NIPD.
  - ii. Make themselves available in TTS for the equivalent number of TTS runs equal to the number of duty periods in cancelled sequence(s). A Lineholder may ballot for multiple sequences in 1 (one) TTS run.
  - iii. A Lineholder may choose to waive pay protection for all or some of the sequences and be released from any obligation to remain available to the Company.
  - iv. A Flight Attendant who bids for like sequences shall be pay protected for the value of the sequences lost.
- c. The intent of Paragraph J is that a Flight Attendant should be permitted to operate the sequences that they were awarded through PBS, TTS, ETB, etc. Consequently, a Flight Attendant should not be removed from their sequence unless all options have been utilized to prevent a cancellation or delay, including assignment to any available Reserve or Standby Reserve.
  - d. A Reserve on a TTS/UBL or ETB trip will be considered a Lineholder for the purposes of Section 10.
  - e. The term “rescheduled” as used in Section 10 means any and all deviations from a Flight Attendant’s awarded sequence, as originally published, with the following exceptions:
    - i. Cancelled segments that occur at any time during the sequence without requiring the Flight Attendant to operate a different sequence. However, the cancellation of a scheduled flight and the creation of a new unpublished flight between the same city pairs within four (4) hours of the original scheduled departure time does not constitute a cancelled segment and would require payment to the Flight Attendant for the cancelled flight unless the Flight Attendant has requested to be released from duty in accordance with Scheduling, Section 10.J.8. Further, flights scheduled as extra sections more than forty-eight (48) hours in advance of the cancelled flight are not considered “new unpublished flights” for purposes of this Paragraph. If an extra section is created less than forty-eight (48) hours prior to the cancellation, the extra section shall require payment to the Flight Attendant for the cancelled flight unless the Company can demonstrate that the creation of this “new unpublished flight” is not related to the cancellation.
    - ii. Deadheading to position a crew because of a cancelled flight(s) to continue a series of flight(s) on the original sequence.
    - iii. Diversions for fuel, weather or emergency if the Flight Attendant next proceeds to the originally released destination prior to the diversion or to the next destination on the original sequence.

- iv. Delays of scheduled departure/arrival times which do not result in operating to different city pairs than were contained in the original sequence.
- v. Bypassing cancelled flight segments in the affected Flight Attendant's sequence, provided that another flight has not been cancelled pursuant to Paragraph J.1.e.i, which would be covered by the affected Flight Attendant.

Example: Duty Period 1 – Original Sequence: PHL-CLT-TPA. Both flight segments cancel and Duty Period 1 becomes PHL-TPA.

## 2. Prior to Report Time

The following provisions will apply to the Lineholder holding the sequence at the time of modification or reschedule:

- a. Subject to the provisions of Paragraph J.1, for the purposes of adjusting sequences after publication, e.g., equipment change, block times, departure or arrival times, or cancellations, a sequence may be changed prior to report.
- b. If such change involves an adjustment to the schedule between publication of sequences and up to three (3) days prior to commencement of the affected sequence(s), which results in different city pairs, layover cities, or causes the sequences to operate on additional days or to not operate on a day(s), the Lineholder shall be electronically notified and shall not be required to accept such sequence in which event the Lineholder shall forfeit all applicable pay protection for that sequence(s) and all line guarantees associated with that release.
- c. If such change involves an adjustment to the schedule within three (3) days prior to commencement of the affected sequence and prior to report, which results in different city pairs, layover cities, or causes the sequences to not operate on a day(s), the Lineholder will receive an electronic notification, and with Company consent, the Flight Attendant shall not be required to accept such sequence in which event the Lineholder shall forfeit all applicable pay protection for that sequence(s) and all line guarantees associated with that release. Any such adjustment to the schedule shall be according to the provisions of Paragraph J.3, and other provisions of Paragraph J.
- d. In no case shall the Lineholder be required to report for a sequence earlier than originally scheduled. If the rescheduled departure is earlier than the originally scheduled departure, duty time will commence concurrent with Domestic or International report times based on the earlier departure time. If replaced, such Flight Attendant shall receive the crew substitution protections afforded in Paragraph J.10.
- e. In the event the sequence is rescheduled to depart more than one (1) hour later than originally scheduled, Crew Scheduling shall electronically notify the Flight Attendant to advise them of the rescheduled report time and the report time will be in accordance with Section 10.J.11.a.

## 3. After Report but prior to Sequence's Origination

- a. Subject to the provisions of Paragraph J.1, once a Flight Attendant crew reports for a sequence, the Company may reschedule a Flight Attendant crew to maintain scheduled operations or substitute another crew on a part of the sequence to maintain scheduled operations in accordance with published timetables. A Flight Attendant rescheduled will

receive an electronic notification. If the Flight Attendant does not electronically acknowledge the reschedule, Crew Scheduling will call to advise of the reschedule.

- b. The Company will make every reasonable effort to reschedule the entire crew together. However, in extenuating circumstances, the Company may split a Flight Attendant crew if such split is required in order to maintain schedule. The opportunity to be rescheduled shall be offered to the Flight Attendants in seniority order. If insufficient Flight Attendants volunteer to be rescheduled, assignments will be made in inverse seniority.
  - c. In the event a Flight Attendant crew reports for the origination of a sequence and such sequence is canceled in its entirety, the individual Flight Attendants in such crew may be rescheduled in the event that such rescheduling is required to prevent a delay or cancellation. The opportunity to be rescheduled shall be offered to the Flight Attendants in seniority order. If insufficient Flight Attendants volunteer to be rescheduled, assignment will be made in inverse seniority order.
  - d. A Flight Attendant, after the initial notification of a disruption to their sequence, will be electronically advised of their rescheduled sequence/assignment prior to four (4) hours after the originally scheduled sequence sign-in time or three (3) hours after the disruption is known, whichever is later.
4. After Origination (Departure of First Flight)
- a. Subject to the provisions of Paragraph J.1, once a Flight Attendant crew has originated a sequence, the Company may reschedule such crew to maintain schedule or substitute another crew on a part of the sequence to maintain scheduled operations in accordance with published timetables. A Flight Attendant rescheduled will receive an electronic notification. If the Flight Attendant does not electronically acknowledge the reschedule, Crew Scheduling will call to advise of the reschedule.
  - b. It is the intent of Paragraph J.4.a, the Company will make every reasonable effort to reschedule the entire crew together. However, in extenuating circumstances, the Company may split a Flight Attendant crew if such split is required in order to maintain schedule. A typical example of a situation where the entire crew may not be rescheduled together would be as follows:  
  
Example: Two (2) Flight Attendant crews are on an overnight in CDG (a 777-300 crew and a 777-200 crew). If a Flight Attendant on the 777-200 sequence becomes ill just prior to their flight's departure, a Flight Attendant from the 777-300 crew, if legal to do so, may be rescheduled onto the 777-200 sequence, thus splitting the 777-300 crew and preserving the integrity of the schedule.
  - c. A rescheduled crew, after the initial notification of a disruption to their sequence will be electronically advised of their remaining duty assignment for that day and for the balance of the sequence within three (3) hours after the disruption is known. If not assigned replacement flying within the window above, the Flight Attendant shall be released for that duty day.
5. If a Reserve has been removed from a sequence prior to report time consistent with Reserve Duty, Section 12.O, the pay protections specified therein shall apply.
6. If a Reserve's sequence cancels in its entirety or the Reserve is removed as specified in 12.M, the Reserve will be subject to the provisions of Section 12.
7. Return to Crew Base

At the time of rescheduling, the Company shall make every effort to schedule such Flight Attendant crew to arrive back in their crew base no later than the time they were originally scheduled to return. In no event will the Flight Attendant(s) be rescheduled beyond their originally scheduled return time unless the Company has unsuccessfully made every effort to provide Reserve coverage to continue the sequence from that point without causing a delay or cancellation. These provisions shall not be used to eliminate deadheading where no delay is involved.

8. More Than a Three (3) Hour Delay (After Report)

When a flight departure is delayed for more than three (3) hours, the Flight Attendant who is scheduled for such flight shall not be required to stand by and shall be relieved of duty at their request, provided that other Flight Attendants are available to replace them without increasing the delay. A Flight Attendant desiring to be released shall remain on duty until the relief Flight Attendant reports for duty. A Flight Attendant exercising this option shall forfeit any pay and credit that may be accumulated under any other Paragraph in Section 10.

9. Equipment Substitution

a. When different equipment is substituted prior to departure for an entire sequence, and positions are available in open time, only the required bid complement of Flight Attendant positions for the downgraded equipment will be staffed. If such sequence is staffed with a full complement at the time of the equipment substitution, only the required number of Flight Attendant positions for the downgraded equipment will be required and the most senior Flight Attendant(s) will be released and receive pay and credit at their hourly rate and all premiums, if applicable.

b. When different equipment is substituted for part of the sequence the Flight Attendant complement will be based on the number of bid positions for the remaining working legs on the largest aircraft remaining on the sequence. When the crew is operating the smaller aircraft, the most senior Flight Attendant(s) exceeding the required bid complement will occupy the jumpseat(s), if available, and will deadhead only if there is an insufficient number of jumpseats. The junior Flight Attendant(s) on the sequence, regardless of bid position, will fly the sequence and receive pay and credit at their hourly rate, and all premiums, if applicable. Any excess Flight Attendants that exceed the bid complement for the remaining working legs on the largest aircraft remaining on the sequence will be released, based on seniority, when transiting their crew base and be compensated for the sequence at their hourly rate and all applicable premiums.

10. A Flight Attendant, who is rescheduled in accordance with Paragraphs J.2, J.3, or J.4, will be guaranteed the pay value of their originally awarded or assigned sequence, as published in the electronic bid package or actual time, whichever is greater, including canceled segments. A sequence which does not appear on the electronic bid package, e.g., ferry flights, extra sections, etc., will be pay protected to the posted value of the sequence prior to its award or assignment. This pay protection will also apply to a Flight Attendant who is replaced as a result of a crew or equipment substitution.

11. Notification of Delay

a. When a Flight Attendant's originating trip of the day is delayed and they are notified of this delay and acknowledges the notification, their duty day begins at their rescheduled report time. If the Flight Attendant does not acknowledge the notification and they report for the original departure time, their duty day begins at the originally scheduled report time. However, if the electronic notification is three (3) hours or more prior to the originally scheduled departure time, they will be considered notified. Crew Scheduling will use its

best efforts to notify a Flight Attendant affected by a delay as soon as practicable after Crew Scheduling becomes aware of the delay.

- b. If a Flight Attendant is electronically notified less than three (3) hours prior to report that their trip has been cancelled in its entirety, the Flight Attendant will be paid three (3) hours flight time pay, no credit regardless of whether the Flight Attendant reported to the airport.

## 12. Changeover Sequence

- a. A changeover sequence is defined as a replacement sequence that modifies an originally awarded or assigned carryover sequence and is placed on a Flight Attendant's schedule no later than the tenth (10<sup>th</sup>) day of the calendar month in which the trip originates.
- b. A Flight Attendant holding a carryover sequence which subsequently becomes a changeover sequence shall not be required to accept such sequence which results in different city pairs, layover cities, or causes the sequence to operate on additional days or to not operate on a day(s). A Flight Attendant electing to be removed from a changeover sequence must electronically notify Crew Scheduling by no later than 1100 DFW on the fifteenth (15<sup>th</sup>) of the calendar month for which the trip originates. The Flight Attendant shall forfeit all applicable pay protection for the sequence and all line guarantees associated with the dropped sequence.
- c. A Flight Attendant that holds the carryover sequence at the time it becomes a changeover sequence and flies the changeover sequence will be pay protected to the value of the original carryover sequence scheduled hours at the time of assignment pursuant to Paragraph 10.J.10. As an exception to the requirement to hold and fly the carryover sequence which subsequently becomes a changeover sequence, a Flight Attendant that holds the qualifying changeover sequence but is removed pursuant to another provision that requires pay protection (e.g., 10.K. Illegal Through No Fault) will be pay protected based on the value of the original carryover sequence.
- d. A Flight Attendant not holding the carryover sequence at the time it becomes a changeover sequence will not be eligible for the pay protections based on the original carryover sequence value. In this case, pay protections for the changeover sequence will be based on the value of the sequence at the time it was placed on the Flight Attendant's schedule.

## K. ILLEGAL THROUGH NO FAULT

1. If, after the time of award, a Flight Attendant becomes illegal (contractual or FAR) through no fault of their own to originate their sequence, such Flight Attendant shall have the option of splitting on to the sequence, once they become legal at the point the sequence passes through their crew base. If the sequence does not pass through the Flight Attendant's crew base, the Flight Attendant will be permitted to pick up the sequence at the point where they become legal. However, if it is impractical for the Company to split the Flight Attendant on to the sequence, the Flight Attendant shall be released from the sequence and paid the value of the originally scheduled sequence. To receive pay protections under this Paragraph, the Flight Attendant must be FAR Illegal, a Lineholder or a Reserve on an ETB/TTS/UBL trip, except as provided for in Paragraph K.1.b.

Example: A Flight Attendant arrives in late Monday night from their sequence and becomes FAR illegal for the following two-day sequence on Tuesday/Wednesday PHX-LGA-RON-LGA-PHX. It would be impractical for the Company to deadhead the Flight Attendant to LGA fly the LGA-PHX segment as the Company already had the sequence covered by another Flight Attendant. In this situation, the Flight Attendant would not be permitted to split on the trip and would receive pay and credit for the entire sequence as it was flown by a substitute crew.

- a. For sequences other than such Flight Attendant's last sequence or series of sequences of the bid month, such Flight Attendant shall be paid and credited for any portion(s) of the sequence flown by a substitute crew, up to the point where the Flight Attendant splits back on or could have split back on.
- b. As an exception to Paragraph K, a Reserve awarded a sequence via the ETB/TTS/UBL on Flex Days and subsequently awarded/assigned a sequence by Crew Scheduling on Flex Days prior to such ETB/TTS/UBL trip will not be afforded pay protection. A Reserve awarded a sequence on a Flex Day(s) shall only be assigned a sequence in accordance with Paragraph G.4.
- c. If such sequence was the Flight Attendant's last sequence or series of sequences of the bid month, the Flight Attendant shall be paid and credited in accordance with Paragraph L.4.

2. Illegal After Time of Award But Prior to Origination

- a. If, after the time of award but prior to origination, a Flight Attendant remains legal for the origination of their sequence but is projected to become illegal through no fault of their own to complete such sequence, the Flight Attendant must originate the sequence and split off at the latest point it passes through their crew base and they remain legal. If the sequence does not pass through the Flight Attendant's crew base, prior to them becoming illegal, the Flight Attendant will be required to split the sequence at the point prior to when they become illegal.
- b. Such Flight Attendant shall be paid and credited for any portion(s) of the sequence flown by a substitute crew after the point where the Flight Attendant splits off. In the event such sequence is the Flight Attendant's last sequence or series of sequences of the bid month, the Flight Attendant shall be paid and credited for the remainder of the sequence regardless of whether the remainder of the sequence was flown by a substitute crew.
- c. Notwithstanding the foregoing, the Flight Attendant may request, and the Company may consent, to drop the sequence and any pay protection would be waived.

3. Illegal After Origination (Departure of First Flight)

If, after originating a sequence a Flight Attendant becomes illegal to complete the sequence, such Flight Attendant shall be split off at the latest point the sequence passes through their crew base and they remain legal. If the sequence does not pass through the Flight Attendant's crew base prior to them becoming illegal, they shall be split off at the point of illegality. In either circumstance the Flight Attendant will be pay protected for any portion(s) flown by a substitute crewmember after splitting off. If such sequence is the Flight Attendant's last sequence or series of sequences of the bid month, the Flight Attendant shall be paid in accordance with Paragraph L.4.

**L. LAST SEQUENCE OF THE MONTH PAY AND CREDIT**

1. When a Lineholder's last series of sequences in a bid month is cancelled in its entirety, or when a Lineholder is illegal through no fault to originate their last sequence of the bid month, the Lineholder shall be paid and credited for the entire sequence.
2. When a Lineholder becomes illegal after origination (whether such illegality is known prior to or after origination) for a portion(s) of their last sequence of the bid month, the Flight Attendant must originate such sequence and shall be split off at the latest point the sequence passes through their crew base and the Flight Attendant remains legal. If the sequence does not pass



through the Flight Attendant's crew base prior to them becoming illegal, the Flight Attendant shall be split off at the point of illegality. In either circumstance, the Flight Attendant will be paid and credited for the portion(s) of the sequence for which they were illegal.

3. If a Lineholder is unable to originate their last sequence of the bid month because the origination has cancelled (whether known prior to or after report), the Company may request the Flight Attendant to split onto such sequence, and the Flight Attendant must split on subject to the following conditions:
  - a. The notification of the split must occur prior to the completion of the first scheduled duty period of such sequence. When a Lineholder reports to the airport and signs in for the sequence and is subsequently notified of the split, they will be provided with hotel accommodations in the event the sequence does not originate on the same day.
  - b. The Company's request must be made pursuant to Paragraph J.
  - c. The Flight Attendant shall be pay protected for the cancelled portion(s) of such sequence.
  - d. If the Company does not make such request, the Flight Attendant shall be released and pay protected for the entire sequence.
4. If a Lineholder is legal to originate and to complete their last sequence of the bid month, but some portion(s) of such sequence are cancelled, the Lineholder will be pay protected for the cancelled portion(s) but will be obligated to fly the portion(s) of the sequence that are not cancelled.
5. After origination, a Flight Attendant on their last trip of the month may be rescheduled in accordance with Paragraph J.4.
6. A Reserve who is legal to originate a trip on days off is eligible for last sequence of the month pay protection as described in Paragraph L, for a sequence(s) scheduled on days off provided the Reserve:
  - a. has completed their last Reserve sequence for the month (after calling out of time); or
  - b. has completed their last Reserve sequence for the month and has no Reserve Days remaining for the month.

#### **M. SEQUENCE SPLITS**

1. All sequence splits shall be limited to the Flight Attendant's crew base except:
  - a. When a Flight Attendant must split a sequence to comply with an involuntary legality after sequence award;
  - b. For emergency of a personal nature;
  - c. For sick;
  - d. At Company request;
  - e. In accordance with the provisions of Training, Section 29;
  - f. For a Reserve in accordance with Reserve Duty, Section 12.N.

2. Company Initiated Splits or Replacement Flight Attendants

- a. A Flight Attendant who splits onto or off of a sequence shall receive Trip Rig and Duty Rig from the point at which the sequence is split, except that duty time related to deadheading will only be paid for the replacement Flight Attendant unless such split is made at Company request.
- b. The sequence will be recalculated and a five (5) hour average duty period established for each day of the sequence.

3. Flight Attendant causing the Split

- a. Trip rig does not apply.
- b. Duty Rig calculated for duty periods completed prior to/following the day of the split only, as applicable.
- c. The greater of the three (3) hour minimum day or the scheduled or actual segments flown, or actual if greater, for duty periods completed prior to/following the day of the split, if applicable, and actual pay for the day of the split.
- d. There shall be no pay or credit for a deadhead generated as a result of such split.

<b>Pay/Credit Provision for Split Trips</b>	Company Initiated Splits and Replacement Flight Attendant (the one who did not cause the split.)	Flight Attendant causing the split-Sick, Emergency, Personal, Bereavement, Union Business, Reserve split for ETB, Stuck Commuting
<b>Trip Rig and Per Diem</b>	Calculated to/from point of split, including any necessary deadhead and report and de-brief.*	Trip Rig does not apply. Per Diem ends following the last segment worked.
<b>Duty Rig</b>	Calculated to/from point of split, including any necessary deadhead and report and de-brief.*	Duty rig calculated for duty periods completed prior to/following the day of the split only, as applicable.
<b>Minimum Day</b>	The sequence will be recalculated and a five (5) hour average duty period established for each day of the sequence.	The greater of the three (3) hour minimum day or scheduled or actual segments flown, for duty periods completed prior to the day/following the day of the split, if applicable, and actual pay for the day of the split.

- 4. \*Deadhead pay applies to/from the point of the split. When a duty period consists solely of a deadhead flight into position to pick up or to return to base from a split trip, the Flight Attendant will receive the greater of the three (3) hours or actual deadhead time.

**N. SEQUENCE TRADES DAY OF DEPARTURE**

A Flight Attendant, on the day of departure, may electronically exchange sequences or positions on sequences which depart on the same day at a crew base.

**O. PROJECTION AND ADJUSTMENT**

- 1. General

- a. Upon publication of a Flight Attendant's PBS award, a monthly bidding credit window shall be established between forty (40) credited hours and one hundred fifteen (115) credited hours of Company Time (including any Vacation, etc.) in their line.
- b. When a change in contractual month occurs during a sequence, pay and credit for the time flown before midnight shall be paid and credited to the month in which the Flight Attendant originated the flight. In the event a duty period actually terminates on the last day of the month, but the arrival time at the crew base, based on local time of the last point of departure, flying time and credit associated with the duty period would extend past midnight, such time will be paid and credited in the following month. Midnight shall be determined on the basis of local time at the point of last take off.
- c. Accumulated actual credit, when added to future scheduled activity, shall constitute a Flight Attendant's projected credited time.
- d. Sequences picked up while utilizing ETB will increase a Lineholder's projection and their TTS maximum bidding credit window. Sequences dropped utilizing the ETB will reduce a Lineholder's projection and their TTS maximum bidding credit window. Except for adjustments because of ETB activity, the TTS maximum shall remain constant throughout the month.
- e. Once awarded by PBS, TTS, Daily Scheduling or ETB, each Flight Attendant will be obligated to all sequences in their line.
  - i. The Flight Attendant shall be responsible for all self-initiated changes to their schedule.
  - ii. If a Flight Attendant fails to check-in for a sequence within ten (10) minutes past the scheduled report time, Crew Scheduling may remove the Flight Attendant from the sequence without pay protection. However, if a Flight Attendant arrives at the aircraft with sufficient time to change the manifest, Crew Scheduling will allow the Flight Attendant to fly the sequence even if a Standby Reserve has been assigned.

## 2. Over Projection and Under Projection

- a. TTS or Daily Scheduling transactions must result in a projected credited time value within the bidding credit window, however in the event that actual accumulated credit, plus future scheduled activity results in a credit projection above or below the bidding credit window, TTS or Daily Scheduling may be used to adjust such over or under projection.
- b. When over projected, TTS or Daily Scheduling transactions may result in a projected credited time value higher than the bidding credit window, however until projected credited time is within the bidding window, each TTS or Daily Scheduling award must be equal to or reduce the Flight Attendant's projected credited time.
- c. When under projected, TTS or Daily Scheduling transactions may result in a projected credited time value lower than the bidding credit window, however until projected credited time is within the bidding window, each TTS or Daily Scheduling award is equal to or increases the Flight Attendant's projected credited time.

## 3. Involuntary Over Projection

- a. If due to circumstances beyond the control of the Flight Attendant, their projected credited time exceeds the bidding credit window, the Flight Attendant may utilize TTS or Daily Scheduling to reduce their projection or, if not, fly over the monthly maximum and be paid as specified in Paragraph O.3.b. In order to reduce the Flight Attendant's projection to their applicable monthly maximum, Daily Scheduling and the Flight Attendant shall

mutually agree on the sequence(s) to be dropped, with the understanding that coverage requirements may dictate which portion or sequence will be given up to adjust projected time. In the event the only sequences remaining to be dropped are sequences that touch a protected holiday and the Flight Attendant's last trip of the month, the protected holiday sequence will be maintained on the Flight Attendant's schedule.

- b. If by the end of the month, a Flight Attendant does not utilize TTS or Daily Scheduling to reduce their projection to within the bidding credit window, payment for such excess time will be made on the fifteenth (15<sup>th</sup>) day of the following month.

#### **P. LAST LIVE LEG**

A Lineholder or a Reserve released into a day off or on a day off, or released for a future sequence assignment may fly another Flight Attendant's last live leg for them provided all parties adhere to the following:

1. A Flight Attendant swapping onto the flight segment must ascertain that their name appears on the flight plan;
2. Any Flight Attendant swapping onto a flight segment must inform Crew Scheduling in advance of such swap and provide the names of the Flight Attendants involved. Both Flight Attendants must make the request electronically. The Company shall attempt to confirm the swap within fifteen (15) minutes of the request. The Company will check legalities and notify the Flight Attendants with accept or reject. A Flight Attendant swap shall not create a delay in passenger boarding or departure;
3. A Flight Attendant swapping onto the flight must be legal to do so. In the event the last live leg is followed by a deadhead, the Flight Attendant swapping onto the live leg must also be legal for the deadhead leg. In the event the deadhead leg becomes a live working segment, the replacement Flight Attendant would be required to work such segment and must be legal to do so. It will be the individual Flight Attendant's responsibility to ascertain that the swap and their own sequence, if applicable, will be in compliance with all applicable FARs. e.g., the combination cannot exceed the Flight Attendant FARs or the combination cannot trigger a compensatory rest violation on the replacement Flight Attendant's sequence. A Flight Attendant accepting a last live leg waives their duty and block limitations and rest requirements up to the Flight Attendant FARs;
4. A Flight Attendant swapping onto the flight segment(s) will not be eligible for pay for the flight(s) flown. No pay protection will be provided should the Flight Attendant swapping onto the segment(s) become illegal for their own sequence.

#### **Q. STAFFING**

1. The Company will pay understaffing pay for each segment identified as needing an additional position(s) if such position is not covered in accordance with the pre-determined parameters. An aircraft lacking one (1) or more Flight Attendant(s) in accordance with the parameters established by the Company will result in the payment of understaffing on the understaffed segment(s) as specified in Compensation, Section 3.
2. The current published staffing guidelines shall be used to determine the number of bid positions and the total number of Flight Attendants who will be assigned to flights with variable manning. Thereafter, the Company may establish, at its discretion and from time to time, new staffing formulas. These formulas shall be made available to Flight Attendants, and APFA shall be notified of a change forty-five (45) days prior to implementation of the new formula. Staffing formulas shall specify increments based on the type of equipment, level of service, flying time and passenger load, as determined by the Company.

3. While it is understood that the Company shall have discretion in changing staffing or service levels, the APFA shall be afforded a safeguard against the Company abusing that discretion. Accordingly, APFA shall have the right to file a Presidential Grievance if the Company abuses its discretion by assigning an unreasonable workload to Flight Attendants.
4. The APFA shall have three (3) months from date of implementation of a change in staffing or service level to file a Presidential grievance which shall be processed in accordance with the Presidential grievance procedures set forth in the Collective Bargaining Agreement.

#### **R. TELEPHONE RECORDING AND RULES**

1. All telephone conversations between Flight Attendants and Crew Scheduling, with the exception of Managers and above, involving scheduling matters shall be recorded.
2. The phone recording system will provide a method of indication of the time, date of the call and the number called. Such recordings shall be kept for ninety (90) days and shall be made accessible to each National Scheduling Chair or their designee on a need to know basis. In the event of a dispute, the tapes will be kept until the dispute is settled.
3. If, for any reason, a recorded conversation is missing, erased or is otherwise inaudible, a prompt review of the incident in question will be made by the Director of Crew Scheduling or their designee upon written request from the respective National Scheduling Chair. If the gap in any recording or the content of the missing information cannot substantiate the Company's position, then the affected Flight Attendant shall receive the benefit of the doubt.
4. Upon being notified by a representative of the APFA that a recording needs to be retrieved, and the date, approximate time, and scheduler's name is provided, the Company shall forward the recording to the APFA within five (5) business days.
5. Flight Attendant phone numbers and schedule information will not be given out by Crew Scheduling unless the Flight Attendant has given specific authority to do so. However, APFA emergency numbers, as provided by the APFA for this purpose, will be made available on request.
6. When calling a Flight Attendant, Crew Scheduling employees must identify themselves by Company and department to the person answering the telephone.
7. Recordings will be reviewed when a complaint or concern is raised by either the Flight Attendant or Crew Scheduling. The Company shall retain the recordings for a period of ninety (90) days. Either party may request retention of a relevant recording associated with contractual issues relating to pay, planning, or scheduling or issues relating to the Company's policy against harassment and/or discrimination beyond the ninety (90) day period. Such recording(s) will be retained until both parties agree that the specific issue has been resolved. When an issue is identified by either party, the recording may be reviewed by a representative of both the Company and the APFA. Recordings, transcripts, copies, or information obtained from a recorded conversation may not be used in any disciplinary proceeding or process.

#### **S. FLIGHT ATTENDANT POSITIONS**

Flight Attendant shall be able to bid and be awarded by position in PBS, TTS, and ETB. A Flight Attendant may not be displaced from their awarded or assigned position on their sequence regardless of how the Flight Attendant acquired the position (e.g., PBS, ETB, TTS, Reserve processing), except as provided for in International Flying, Section 14.L.1.e. A Flight Attendant on a flight who requests a position upgrade on the TTS Unsuccessful Bidders list to another position

on the same flight, will receive the position upgrade prior to a Reserve being assigned the position as specified in accordance with Paragraph F.6.

## **T. CREW SCHEDULING ERRORS – MISAWARDS**

### **1. Double Covered Positions**

#### **a. Lineholder/Reserve on a Day Off**

- i. When a Lineholder or a Reserve with a sequence on an off day is awarded/assigned a sequence from the monthly bid awards, TTS/UBL, ETB, but at check-in time is not listed in their awarded/assigned position, they may not be forced off the sequence. The Flight Attendant who was awarded/assigned the sequence first shall have priority to work the trip. The opportunity to be released as a result of Crew Scheduling error will be determined by System Seniority.
- ii. A claim for the first duty period, or first two (2) duty periods, if applicable, will apply or three (3) duty periods if the sequence checks in too late for the Lineholder to bid in that day's TTS. The affected Lineholder's pay for the remainder of the double covered sequence shall be protected if the Lineholder goes on the Unsuccessful Bidder's List to be made whole by requesting a "like" sequence(s) i.e., comparable check-in/out times, number of days, Domestic for Domestic, IPD for IPD, and NIPD for NIPD.
- iii. If a claimant flies a sequence after the pay protected duty period(s) worth more time than the originally scheduled (double-covered) sequence, they may claim the pay protected duty period(s) in addition to the sequence flown.
- iv. A Flight Attendant shall not be required to split a sequence to be pay protected.

#### **b. Reserve on a Reserve Day**

- i. If at sign-in, a Reserve on a RSV Day is taken off a sequence because of double coverage, they shall be considered "on-duty", as defined in Definitions, Section 2.
- ii. The Reserve shall be required to remain available for further scheduling purposes on that same day, unless released by Crew Scheduling. If required to remain available, the Reserve will be placed on Standby duty (not to exceed six (6) hours) for the remainder of their RAP. If the Reserve was not originally on a RAP, then the Reserve will be placed on a Standby shift not to exceed six (6) hours. However, in accepting any further sequence assignment that day, the Reserve's report time for the original sequence will be used in determining their applicable maximum duty day.
- iii. The Reserve must remain available for all calendar days of the potential misaward, including days off when applicable.
- iv. A Reserve who is assigned a different sequence(s), including any applicable Standby pay, of a lesser value shall be pay protected to the value of the double covered sequence.
- v. If a Reserve on a RSV Day is taken off a sequence because of double coverage and subsequently receives another sequence from Crew Scheduling, all applicable scheduling parameters in this Agreement shall remain intact (i.e., duty day limitations).
- vi. A Reserve shall not be required to split a sequence to be pay protected.

### **2. Misawards (Lineholder or a Reserve on a day(s) off or released into a day off)**

- a. General - Misawards in TTS/UBL, ETB, and ROT/D
  - i. Misawards include errors that occurred in TTS/UBL, ETB, ROT/D, and trips removed in error by the Company through no fault of the Flight Attendant.
  - ii. To be eligible for pay protection for a misawarded sequence, even if not yet confirmed, a Flight Attendant must submit an electronic claim (e.g., Direct Connect) and include all information related to the potential misaward within 96 hours of the misaward. A Flight Attendant who submits for pay protection after the deadline will forfeit any applicable pay protection.
  - iii. A Lineholder who chooses to fly the misawarded sequence shall be paid at the rate of one hundred and fifty percent (150%), and credited at one hundred percent (100%), if the misaward is confirmed. A Reserve on a day off who chooses to fly the misawarded sequence will be paid at the rate of 150% pay, no credit.
  - iv. The Flight Attendant with a confirmed misaward who chooses to be removed from the sequence must follow the misaward procedures in Paragraph T.2 to be pay protected.
  - v. A Flight Attendant shall follow the misaward procedures in Paragraph T.2 even if the potential misaward has not been verified to be eligible for pay protection.
  - vi. Pay protection is based on the original value of the sequence at the time of the award/assignment.
  - vii. A Flight Attendant shall not be required to split a sequence to be pay protected.
  - viii. Only one Flight Attendant will be paid for a misawarded sequence. Pay protection will be paid to the most senior Flight Attendant who files for pay protection within the time constraint of the misaward procedures (10.T.2.ii).
  - ix. The time constraint of the misaward process must be met to ensure pay protection. A Flight Attendant who submits for pay protection after the deadline will forfeit pay protection.
  - x. If a Flight Attendant picks up a sequence for pay protection and subsequently drops the sequence in TTS/UBL or ETB, pay protection for the misaward will be negated.
  - xi. A Flight Attendant required to bid "Like Sequences" must include all sequences with:
    - (a) Report Time: at least one (1) hour before/after the report time on the first day of the potentially misawarded sequence
    - (b) Release Time: at least one (1) hour before/after the release time of the last day of the potentially misawarded sequence
    - (c) Duty: same type (Domestic for Domestic, NIPD for NIPD, IPD for IPD) from the same base/co-terminal
    - (d) A Flight Attendant may opt for a greater number of days when bidding for a "like sequence", however the comparison for pay protection is based on the original trip and the actual trip flown.

xii. A Flight Attendant (Lineholder or a Reserve on a day(s) off or released into a day off) who receives pay protection per the misaward process will be eligible to pick up Company/open time. A Lineholder may pick up via TTS/UBL and be paid in addition to the protected sequence. A Reserve on a day(s) off may pick up on TTS/UBL and be paid in addition to the protected sequence. A Lineholder or a Reserve on a day off that is being pay protected in Section 10 may conduct ETB transactions outside the footprint of the originally scheduled pay protected sequence (sequence at the time of assignment). Any ETB sequence picked up within the footprint of the originally scheduled pay protected sequence will negate pay protection.

b. Trip Trade System (TTS) Misaward Process

- i. The Flight Attendant must submit an electronic claim (e.g., Direct Connect) within 96 hours of the run with the potential misaward.
- ii. The Flight Attendant must bid for all “like sequences” on each calendar day(s) of the potential misaward for a minimum of three (3) TTS runs.
- iii. If unable to bid in TTS, the Flight Attendant must bid to pick up all “like sequences” from UBL on the day prior to origination and on each subsequent day using the same criteria. The bid may be removed at 1500 HBT the day prior to the final duty period.
- iv. To file for pay protection, the Flight Attendant must submit an updated electronic claim (e.g., Direct Connect) with the three (3) TTS/UBL runs and include any awarded sequence(s).

TTS Misaward Example:

FA Smith is potentially misawarded a 3-day sequence in TTS originating on June 1	
May 30	FA Smith identified the potential misaward at 0800 HBT. FA Smith will need to ballot for all 3-day “like sequences” in the May 30 TTS run for June 1 (note: must check “pass to UBL”)
May 31	If unsuccessful in TTS on May 30, ballot is passed to UBL (May 31) and must remain until 1500 HBT for a 3-day trip originating on June 1. If unsuccessful on UBL by 1500, FA Smith must update the UBL bid for all 2-day “like sequences” originating on June 2.
June 1	If unsuccessful on UBL for any 2-day sequence originating on June 2 by 1500, FA Smith must update the UBL bid for all 1-day “like sequences” originating on June 3.
June 2	If unsuccessful on UBL by 1500 on June 2, no further obligation.

A Flight Attendant may opt for a greater number of days when bidding for a “like sequence”, however the comparison for pay protection is based on the original trip and the actual trip flown.

c. Unsuccessful Bidders List (UBL) Misaward Process

- i. The Flight Attendant must submit an electronic claim (e.g., Direct Connect) within 96 hours of the run with the potential misaward.
- ii. The Flight Attendant must remain on UBL and bid for all “like sequences” between 0400 HBT and 1500 HBT the day prior to the origination of the potential misawarded sequence and each subsequent day using the same criteria. The bid may be removed at 1500 HBT the day prior to the final duty period.



- iii. If misawarded on the UBL for the same day of origination and/or after 1500 HBT the day prior to the duty, the Flight Attendant will be pay protected for that duty period, provided they fulfill the obligation for the entire misawarded sequence.
- iv. To file for pay protection, the Flight Attendant must submit an updated electronic claim (e.g., Direct Connect) with the UBL runs balloted for and include any awarded sequence(s).

UBL Misaward Example:

FA Wilson is potentially misawarded a 3-day sequence in UBL originating on June 1	
May 31	FA Wilson identified the potential misaward at 1600 HBT and has no obligation for June 1, but FA Wilson must ballot in UBL for a 2-day "like sequences" originating on June 2
June 1	If unsuccessful on UBL for any 2-day sequence originating on June 2 by 1500, FA Wilson must update the UBL bid for all 1-day "like sequences" originating on June 3.
June 2	If unsuccessful on UBL for any 1-day sequence originating on June 3 by 1500, no further obligation.

A Flight Attendant may opt for a greater number of days when bidding for a "like sequence", however the comparison for pay protection is based on the original trip and the actual trip flown.

d. Electronic Trade Board (ETB) Misaward Process

- i. The Flight Attendant must submit an electronic claim (e.g., Direct Connect) within ninety-six (96) hours of the run with the potential misaward.
- ii. The Lineholder must bid for all "like sequences" only in TTS/UBL immediately following the potential misaward for each calendar day of the original sequence. The Reserve on days off must bid for all "like sequences" only in ROTA or TTS/UBL immediately following the potential misaward for each calendar day of the original sequence.
- iii. The Flight Attendant must contact Crew Scheduling if their TTS MAX needs to be increased in order to bid.
- iv. To file for pay protection, the Flight Attendant must submit an updated electronic claim (e.g., Direct Connect) with the runs balloted for and include any awarded sequence(s).

e. Reserve Open Time Assignment/Daily (ROTA/D) Misaward Process (trips originating on Reserve Days)

- i. The Reserve must submit an electronic claim (e.g., Direct Connect) within ninety-six (96) hours of the run with the potential misaward.
- ii. The Reserve must remain available for all calendar days of the potential misaward, including days off when applicable.
- iii. To file for pay protection, the Reserve must submit an updated electronic claim (e.g., Direct Connect) with all awarded/assigned sequence(s) and/or days available for pay protection.

- f. Preferential Bidding System (PBS) Misaward Process refer to Paragraph 10.D.15.
- g. Crew Scheduling or Inflight Manual Trip Removal Errors - Misaward Process
  - i. Upon notification of the error by the Company or the Flight Attendant, Crew Scheduling/ Inflight will return the sequence(s) and position(s) to the Flight Attendant's line, if available from open time.
  - ii. If only one sequence was removed in error and it is no longer available in open time, the Flight Attendant will be pay protected with no obligation, if an electronic claim (e.g., Direct Connect) is filed within ninety-six (96) hours of notification of the error.
  - iii. If multiple sequences were removed in error and one or more are no longer available in open time, the Flight Attendant must bid in three (3) TTS run for all positions for each of the specific sequence(s) lost, on each of the trip origination dates lost.
    - (a) If the first sequence originates within one (1) day from removal, the Flight Attendant must bid in UBL until 1500 HBT the day prior to the origination of the lost sequence for the specific sequence lost. If that is not possible (e.g., FA unaware until ROTA runs the following day) then no obligation for the first sequence.
    - (b) The Flight Attendant must file an electronic claim (e.g., Direct Connect) within ninety-six (96) hours with the specific details including the TTS run numbers for pay protection.

3. Crew Scheduling Error – After Report

Once a Flight Attendant has reported for a sequence, any violation of the Scheduling, Hours of Service, Speaker, International or Reserve Sections of this Agreement shall be paid at time and a half for the entire sequence (one hundred percent (100%) pay and credit and fifty percent (50%) pay no credit). This provision shall not apply to Crew Scheduling errors in otherwise addressed in 10.T.1-2. In the event a dispute exists over whether a violation of this Agreement has occurred, the matter will be resolved through Dispute Resolution and Grievance Procedures, Section 30 and System Board of Adjustment, Section 31.

**U. SATELLITE BASE(S)**

1. General

- a. APFA and the Company must mutually agree to the opening of any new satellite base and to which crew base city the satellite base is linked.
- b. The Company will determine, and on a month-by-month basis, the number of trip sequences that originate from any satellite base. It is understood that the Company may determine in any particular month to offer no sequences originating from any satellite base.
- c. At any time, the Company or the APFA may unilaterally close a satellite base(s) by providing written notice to the other party. In the event a satellite base is closed, the Company will cease using the satellite base no later than two (2) months following the written notice of closure.
- d. Each satellite base will be provided one (1) Satellite Base Coordinator, and the Company will pay fifteen (15) hours flight pay and credit to the Satellite Base Coordinator.

- e. An electronic notification system shall be used to notify satellite Flight Attendants when satellite trips become available. The Satellite Base Coordinator shall assist in facilitating coverage of satellite sequences originating from the satellite base which remain open after UBL processing.

## 2. Eligibility for Trip Sequence Awards and Assignments

- a. All active Flight Attendants in an active bid status who are based at the crew base city to which the satellite base is linked may bid for the trip sequences that originate from the satellite base.
- b. Flight Attendants awarded a trip sequence originating from the satellite base shall be responsible for their own transportation to and from the satellite base without exception.
- c. A Flight Attendant who fails to submit a bid or who fails to bid for a sufficient number of sequences shall not be assigned a satellite base trip sequence. Any trips not assigned in PBS or TTS shall not be counted towards the three percent (3%) open time limitations.

## 3. Lineholder Trip Sequence

All satellite base trip sequences will originate and terminate at the satellite base city with no allocated ground deadhead as either the first or last segment of the sequence.

## 4. Reserve Sequences

The Company will not assign a Reserve Flight Attendant to a satellite base sequence.

## 5. Filling of Open Time

Satellite open time will be filled in accordance with the provisions of Paragraph 10.E. An open sequence will require a deadhead (including a surface deadhead) to and from the satellite base at the beginning and end of the sequence if such open sequence is involuntarily assigned to the Flight Attendant (e.g., reserve assignment). Flight Attendants who are awarded a satellite open sequence shall be responsible for their own transportation to and from the satellite.

## 6. Trip Trades

- a. Flight Attendants who are awarded trip sequences originating from the satellite base may use all the provisions of the TTS, including trades involving sequences originating from the satellite and crew base.
- b. Flight Attendants who are awarded trip sequences originating from the satellite base may trip trade with other Flight Attendants at the same crew base, including trades involving sequences originating from the satellite base.
- c. Flight Attendants who trade for or pick-up sequences originating from the satellite base shall be responsible for their own transportation to and from the satellite base.
- d. In no case will a Flight Attendant holding a trip sequence at the satellite base be permitted to drop such trips into TTS.
- e. The ETB system shall have a separate tab dedicated to Satellite base trips and Satellite base trips will only be displayed on this tab.

## 7. Administrative Support

The Company will continue to provide administrative support (e.g., Flight Attendant company mailboxes, access to manual revisions, etc.) at the crew base only, and in no case will the Company be required to provide administrative support of any kind at a satellite base.

#### 8. Parking

For purposes of employee parking provided in Expenses, Section 4, the satellite base shall not be considered the Flight Attendant's base city. The Company will provide parking at either the crew base city, satellite base or American Airlines or its wholly owned carriers station of the Flight Attendant's choice. In no case will the Company be required to provide parking that exceeds the scope of the parking provisions contained in Expenses, Section 4.

### V. GENERAL

1. The seniority provisions of the agreement allow Flight Attendants to bid for trips of their choosing. The Company and APFA may mutually agree upon objective metrics to ensure Flight Attendants are not utilizing the scheduling systems to circumvent seniority. If, upon applying these objective metrics, the Company determines that seniority provisions are being used to circumvent seniority, the Flight Attendant may be restricted from utilizing TTS, UBL, and ETB. Nothing herein is intended to restrict or otherwise limit the legitimate uses of seniority.

2. The Company shall furnish a Flight Attendant with an electronic statement of their monthly flight time. If a discrepancy exists between the Company's records and the Flight Attendant's records, and the affected Flight Attendant desires to reconcile the discrepancy, such Flight Attendant will furnish the Company with a statement of their flight time by sequences for the bid month involved, and the Company agrees to make the necessary reconciliation.

#### 3. Temporary Phone Numbers

A Flight Attendant is required to have a primary telephone contact. A Flight Attendant may have a secondary number on file with Crew Scheduling. However, in the event the Flight Attendant needs to use a temporary number, the Flight Attendant must update in the Crew Management System their new phone contact for each applicable date. Crew Scheduling will call a Flight Attendant first at the primary telephone number and then the secondary number, if supplied.

4. A Reserve working a trip on their day off shall be treated as a Lineholder for that trip for all purposes of this Agreement, e.g., rescheduling, illegal through no fault of their own, double covered trips.

5. In circumstances when a Flight Attendant is entitled to pay protection, such pay protection shall be inclusive of applicable premiums (i.e., Speaker, International, Lead Pay, and Galley) from the original trip, except when: 1) the payment of such premium is excluded elsewhere in the agreement; 2) pay protection is a daily credit; or 3) pay protection is for Sick, Training, Holding, Jury Duty, Bereavement, Holiday, Settling/Moving Days, Call Out Pay, and Compensation for Hotel Delays. Premium protections are applicable to PBS Primary Lineholder or the Flight Attendant holding the applicable position at the trip origination.

In the event of an equipment downgrade, a Flight Attendant released with pay protection will be provided applicable premiums as specified in Paragraph J.9. A Flight Attendant who is not released shall receive the premiums applicable to the downgraded equipment.

6. Unless otherwise required in this Agreement, the Lead Flight Attendant will be responsible for communicating with Crew Scheduling. In no event shall a Flight Attendant accept a change

in itinerary from anyone other than Crew Scheduling, a Company designee, e.g., member of management, Inflight Management or the Captain. Notwithstanding the above, a customer service agent may inform the Flight Attendant of the need to contact Crew Scheduling for possible change of itinerary.

7. There shall be no charge for a Flight Attendant to access or interface with any of the various scheduling systems, e.g., ETB, PBS, TTS, Reserve information, from the Flight Attendant's own internet connection.

8. Trips Removed

A Flight Attendant who is relieved from flying duties for a paid absence including, but not limited to, vacation, sick leave, training, jury duty, union leave, displacement, bereavement, shall not assume the legality of the trip sequence(s) from which the Flight Attendant is removed.

A Flight Attendant who is relieved from flying duties for a Pay Purpose Only (PPO) line will be restricted from flying within the footprint of the sequence (report to release). A Flight Attendant removed from a Reserve Day will be restricted from flying on the Reserve Day.

9. The Company will require Flight Attendants to be trained on all aircraft included in Section 37.D.

#### **W. ELECTRONIC COMMUNICATIONS SYSTEM(S) (ECS)**

1. The Company will develop an Electronic Communication System (ECS) which will allow the Flight Attendants to initiate, receive, and respond to electronic notifications as specified in this Agreement. The intent is for ECS to be the primary means of communication between the Company and the Flight Attendant regarding the Flight Attendant's schedule. The parties agree to explore opportunities to expand electronic communication to areas beyond those specified in this Agreement and to continue to work on an ongoing basis to develop such areas.
2. The Electronic Communication System (ECS) will allow the Company to use electronic notification as specified in this Agreement.
  - a. The Company will provide a device compatible with the ECS. The device used as an Electronic Flight Bag (EFB) may fulfill this requirement. At the Flight Attendant's option the ECS may be accessed on the Flight Attendant's personal device, provided it is compatible with ECS. The Company, however, retains discretion to limit access to personal devices should privacy or security concerns be identified. The Company shall discuss and work to mitigate any such privacy and security concerns with APFA.
  - b. ECS shall provide for two-way communication (receive and respond) as provided for in this Agreement.
3. Storage and ECS Messages
  - a. All ECS messages will be stored for no fewer than ninety (90) days and will include the date and time of each communication.
  - b. Notifications, messages, and responses/confirmations will be accessible to the Flight Attendant in the ECS for ninety (90) days. When an issue is identified by either party, including an individual Flight Attendant, the message(s) may be reviewed by a representative of the Company and the APFA Scheduling or Contract Chair or their APFA designee.

- c. Either party may request retention of relevant ECS messages associated with contractual issues relating to pay, planning, or scheduling or issues relating to the Company's policy against harassment and/or discrimination beyond the ninety (90) day period. Such messages will be retained until both parties agree that the specific issue has been resolved.
4. The ECS will only be utilized where agreed upon in this Agreement and will not be used to replace positive contact and/or phone contact where required in the Agreement. Similarly, nothing in this Section will prevent the Company from using phone contact rather than ECS as needed.
5. The APFA and the Company shall discuss and may agree upon opportunities for electronic notification in addition to those already provided for in this Agreement.