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With the recent LBFO implementation, we thought we would use this Base Brief to cover the numerous changes that have come about in the last month. Much of this information has been sent out in the last few weeks through our **SFO E-Group** and **APFA.org**. For a complete list of changes, go to APFA's website and click on LBFO, Implementation.

SFO E-Group:

As a reminder, we utilize the SFO E-Group to forward timely and important information. If you would like to be kept up-to-date with the latest information affecting our base and our job, send your email address to chsfo@apfa.org, or vcsfo@apfa.org and we will add you to our SFO E-Group. Also, if you haven't already done so, sign up via APFA.org to receive the APFA Hotline in your email and visit APFA.org for the latest up to date information.

FSM Contact:

With the changes and streamlining of Flight Service in SFO, when attempting to resolve issues with your FSM, we strongly encourage that any correspondence between you and Flight Service SFO be done via your own email account (not Jetmail). In addition, please "CC" Larry, Julie and Jay Logan in your email. This way, you have an electronic "paper trail" of any/all correspondence with your FSM, Barbara.Williams@aa.com; Ingrid.richard@aa.com; Tonya.Pinkos@aa.com.; Maria.Joao.Da.Cruz@aa.com; Jay.logan@aa.com

Known Crew Member Update:

Please understand use of the KCM portals is completely voluntary. The significant benefit of KCM portal is the ability to show the requested ID's to the TSA agent and walk thru without having you or your belongings scanned. There may be access denial and if this occurs the crew members should not get into an altercation or question the methods but proceed to other nearest security screening portals to clear.

Important points to know about KCM:

1. You do not need to register to use KCM (Crew information has been provided to KCM database allowing you access)
2. You must be in uniform to access the KCM portals
3. You need to show your valid AA Crew ID to the TSA Screener
4. You must also show them some other valid government-issued photo ID (Driver's License or passport)
5. AA does not yet have the KCM barcode scan cards. When they receive them, they will distribute them to the bases, who will then distribute them to those who want them.
 - a. The scan card is completely optional
 - b. Once you receive the scan card, you must register it on the KCM web site for future use.
 - c. The sole purpose of the scan card is to keep the TSA from having to type your employee number into their computer
6. The main Known Crew Member website is www.knowncrewmember.org.

APFA played a significant role in getting our members accepted and allowed participation into this program.

LAST FIVE (5) DAYS OF THE MONTH CANCELLATION/ILLEGALITY PROTECTION:

There still seems to be some confusion over "Last Trip in the **Last Five (5) Days" Pay Protection** obligation. As a reminder: During the last five days of the month, if you are **at or below** guarantee (70 hours) after a Misconnection/Illegality/Cancellation (MIC), your guarantee will remain at 70 hours and are under NO obligation to put yourself on the Make Up list. You may, however, put yourself on the Make Up list if the last five days pay protection would restore your hours to above guarantee (70 hours).

*Your PPROJ will not reflect your actual pay in this situation. **You will look at your Guarantee on your HI1 to see what your actual pay will be.** The second line on your HI1 may say Pay Protection lost, disregard if you were at 70 or below and look at your Guarantee to know what you will be paid for the month. Also, please make a copy of your HI1.

Remember your obligation window is reflected on the top of your HI1. That time frame reflects the actual time a trip may originate, including SI.

1. Pay protection and obligation limited to contractual month in which the sequence was scheduled to originate/SI.
2. Applies only at origination of Flight Attendant's last trip of the month, including Make-Up, Option II and Optional Exchange.
3. Last trip of the month must originate in last five days of the month.
4. If Flight Attendant is at or above guarantee and wants to protect her/his hours, s/he must:
 - a. Place her/his name on the make-up list for all days originally scheduled to fly, including the eight (8) hour period after the scheduled termination of the trip sequence lost or until midnight of the last day of the contractual month.
 - b. Accept any trip offered that that originates up to eight (8) hours after the scheduled termination of the trip sequence lost. Flight Attendant must be legal and available for assignment.
 - 1) If not offered such a trip on make-up, s/he is pay protected for lost time.
 - 2) If offered and actually flies a trip worth less than trip lost, s/he is pay protected for the greater time.
5. **If Flight Attendant is at or below guarantee:**
 - a. **No further obligation.**
 - b. **Only guarantee is protected**

Pay for Sick:

Status Quo, there are no changes to the way we are paid when out on SK. You are still paid for the value of the trip.

Sick Clearance Times:

For Regularly Scheduled Flight Attendants: A Regularly Scheduled Flight Attendant who has not cleared the sick list by **1200 noon** (LBT) will be removed from the next day's sequence.

For Reserves: Reserve FAs clearing the sick list by **1200 noon** (LBT) will not be charged a sick (SK) for the day and will become available for same day assignment. A Reserve FA clearing the sick list after **1200 noon** (LBT) will be charged sick (SK) for the balance of the day and not available for assignment that day.

For FAs with AVBL Days: A FA clearing the sick list by **1200 noon** (LBT) the day before an AVBL day will not be charged sick (SK) for the AVBL day and will be eligible to participate in the Merged Make-up Round and will be considered legal for assignment. A FA clearing the sick list after **1200 noon** (LBT) the day before an AVBL day will be charged sick (SK) for that next AVBL day

Attendance Policy Critical Period:

The critical period is defined as any flight assignment, reserve day, or available obligation that touches the period beginning December 22nd through, and including January 3rd. Attendance points for an absence(s) during this period are based on providing a valid Doctor's note to your FSM.

If you had perfect attendance for twelve (12) months or more, **and** you had no chargeable absences during the critical period of the previous year, you will **not** need to provide a doctor's note. Your absence will be counted as one (1) point.

If you had perfect attendance for twelve (12) months or more, and you did incur an absence during the critical period of the previous year, a doctor's note **must** be provided in order to have the absence counted as one (1) point.

Scheduling Changes:

Scheduling changes implemented November 1st include the renaming of our current scheduling maximums of Option I and II to No-Option and Option. A No-Option FA will have a scheduling max of 100 hours while an Option FA may exceed 100 scheduled hours.

Availability changes for Reliefs (RL) and Open Replacement (RP) now provide for one set of rules for both and those FAs may fly into or out of AVBL days in day before coverage, MU, and when pre-plotting/self-plotting (will require a phone call for the time being). No more restrictions on plotting turns; they can now be plotted anywhere within a block of AVBL days. Scheduling may only schedule AVBL FAs up to 85 PROJ hours while a FA may self-plot up to 100 SPROJ hours now. GTD (actually flying the hours before release) requirement has been eliminated and FAs can now be released from their AVBL obligation once their PROJ has reached 80:01 for those not AVBL on the last day of the month and 82:01 for those that are AVBL on the last day of the month (including CA School Leave AVBL obligations).

New domestic on-duty limitations allow for scheduling up to 14 hours with an operational on-duty max of 16 hours between 0600-2059. Night time duty days are capped at a scheduling max of 12 hours with an operational max of 14 hours. Please note that those flying a West to East all nighter leg (departing after 2100 Local Base Time) and/or transcon leg will be limited to the nighttime duty max.

Reserve Monthly Maximum:

The monthly maximum for all reserves remains at eighty-five (85) hours (PROJ). Pay guarantee is 75 hours. Call in period has changed from 1700-2100 LBT

Day Before Coverage Review:

Sick clearance time has changed from 1600 local base time to 12 noon.

New procedures for Makeup (MU) and AVBL have also changed, as has new call in times for Reserves. The first round (also called the Merged MU Round) will be from 1200-1330 and only HISENDS will be accepted for that round. All HISENDS must be received no later than 1159 and no earlier than 0001 the day before. Trips will be awarded in seniority order, considered confirmed, and no phone calls will be made by Crew Sked to ask if you would like a trip. All trips given out at this time will be coded HS. Until a new form is released for this procedure, you may need to hisend more than one form to include all of your requested trips so please note on the form "Part 1," "Part 2," etc., or Crew Sked will default to the time stamp of each HISEND and use only the most recent HISEND submitted.

AVBL FAs can choose to participate in this round by using HISEND for those sick trips that will be dropped into Open Time at noon. If AVBL FAs chose not to participate, Crew Sked may assign you a trip at the end of this round by 1330. Available FAs may request "RLSD" on their Ballots as well.

Should any trips remain open at the conclusion of round one, round two for MU/SM/Option trips (Option trips begins November 1) will then open. Crew Sked will make one call to the "H" designated number if no HISEND has been received for FAs in this round. You do not have to submit a new HISEND if the requested trips are still the same. All HISENDS received before 1700 will be considered confirmed. **Note:** HISEND requests must be specific in nature. A "High Time Trip," a Big Trip," or any other vague description will not be honored.

LBFO Threshold Review:

Vacation and Sick Leave Accrual Threshold: 600 Paid Hours Annually (January 1 to December 31 Lookback)

The way we accrue vacation and sick time has not changed. What HAS changed is the new threshold to accrue. You must have 600 paid hours in the previous year (January 1 to December 31) rather than the current minimum of 420 hours. As always, inactive months will neither count against you, nor will the hours flown in inactive months count toward your accrual. **By December 31, 2012, you must meet the current 420 threshold. In 2013, you must meet the 600-hour threshold.**

Employment Threshold: 420 Paid Hours Annually (January 1 to December 31 Lookback)

January 2014 will be the first time that the 420-hour minimum threshold to maintain employment will be calculated.

That means every FA has the ability to meet the 35-hour average per active month between January 1, 2013, and December 31, 2013. In mid-January 2014, when our SK and VC accruals are posted, FAs can be separated from the company for failing to meet the 420 paid hours.

Health Insurance Benefit Threshold: 600 Paid Hours Annually (August 1 to July 31 Lookback)

A significant threshold change affects how we will maintain eligibility for health insurance benefits. There will only be one annual look back period and the required threshold is 600 paid hours.

Effective August 1, 2013, every FA will have to have flown an average of 50 paid hours per active month to qualify for subsidized benefits in 2014. What that means is that between January 1, 2013 and July 31, 2013 we must fly an average of 50 paid hours per active month. **After July 31, 2013, AA will look back and calculate if we meet the threshold. If so, we will be eligible for subsidized coverage for the entire calendar/benefit year of 2014. If we do not, we will have the option of purchasing the unsubsidized coverage for the entire year of 2014.** Regardless of what we fly during the year of 2014, we will maintain the same subsidized or unsubsidized coverage. Where we must be careful is, after July 31, 2014, we must meet the 600-hour threshold in order to receive subsidized coverage the following year (2015). The look-back period to determine eligibility for benefits for 2015 will be from August 1, 2013 through July 31, 2014.

So, how will the balance of time between today and January 2014 (when the new threshold for benefits applies) be treated? The answer is that it will remain as it is today. You must meet the rolling 12-month look back threshold of 420-paid hours, or an average of 35 hours per active month, until December 2013 to maintain subsidized coverage.

No one will be harmed by the new thresholds for 2013. All of these changes apply in the future. We all have a chance to maintain the accruals that matter to us.

Q&A's:

Q. When will it be necessary to meet the 600-hour threshold to accrue sick and vacation?

A: The first look back using the 600 hour threshold (or average of 50 hours per active month) will take place at the end of the 2013 calendar year. Your 2014 Sick and Vacation accrual will be based on your paid hours from January 2013 through December 2013. The look back period is the same as the current look back period. Only the hourly threshold is changing.

Q. Will we still use the 420-hour threshold for 2012 sick and vacation accruals?

A. Yes.

Q. When will the new annual threshold go into effect for the purpose of paying subsidized rates for health benefits?

A. The first look back to receive subsidized benefits will occur in August 2013 (next year) and will be based on paid hours from January 1, 2013 through July 31, 2013. The threshold will be 350 hours (50 hours x 7 months) for the first look back. If you do not have the required hours for this annual look-back, then you will pay unsubsidized rates if you elect to take benefits from the company for the calendar year 2014. You will know during fall enrollment in 2013 if you have met or failed to meet your annual threshold and the impact that will have on your benefit costs for the following year. Going forward, the annual threshold for benefits will be measured from August 1 through the following July 31 of each year. *It is important to note monthly rolling look-backs will no longer take place after December 2013. Failure to meet your annual threshold by July 31 of a year will result in paying higher benefit rates for the full 12-month calendar year of the following year should you elect to take benefits from the company.*

Q. How much longer with the rolling 12 month 420-hour threshold remain in place for benefits purpose?

A: The rolling 12-month look-back will continue through the end of 2013.

Q. When will the new 420-hour employment threshold go into place?

A. The first look-back for the 420-hour employment threshold will take place after 2013 hours are calculated in early to mid-January 2014, based on paid hours from January 1, 2013 through December 31, 2013. Paid hours and thresholds will continue to work as they do today, in that if you are not active at least 15 days of the month then your threshold will be reduced for each inactive month. Paid hours in inactive months will also not count towards meeting your annual threshold.

Vacation:

Vacation pay will remain "trips missed," as it is today, until PBS is implemented. Any trips that fall within your vacation period will be removed with full pay. Daily rate pay of 3:00 hours/day instead of trip missed during vacation period **will not** go into effect until PBS is implemented, which the company has indicated will be late fourth quarter 2013 or early first quarter 2014.

Please be sure your local APFA phone/email contacts are up to date in your phones. Check the numbers/emails below and make sure you are using the correct phone numbers/emails. Remember, you can email & text us at, chsfo@apfa.org or vcsfo@apfa.org

Thank you & Happy Holidays Everyone,

Larry & Julie

Local SFO APFA contact numbers/email & text address:

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