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WANNA BE A KNOW-IT-ALL?



Have you ever been asked a question by a colleague that you were sure you knew the answer to, but just couldn't quite find it in the recesses of your mind?

Have you ever been asked a question by a colleague you knew you *should* know the answer to?

Have you ever wanted to be one of those Flight Attendants who always seemed to know the ins and outs of legalities, pay issues, contractual policies and procedures so you weren't left answering yes to the above two questions?

Wonder how your Base Chair and Vice Chair, your Base Council Members or Headquarters Reps-on-Duty got their contract smarts and seemed to know all the answers? Sometimes it's simply been through sheer experience. But in all cases it hasn't been by accident. Knowing our contract and how, when, where and why its various elements apply, can be learned. This knowledge can better not just your work life, but—for those who choose to share their knowledge as a Union Rep or just a member-at-large—the work lives of your fellow members.

Many Flight Attendants choose to give of their spare time through volunteering at their base, or opt to take on part-time or full-time positions as Contract and Scheduling Reps-on-Duty. Learning the ropes involves taking the opportunities when made available to attend voluntary training offered by your Base and National Representatives in the Contract and Scheduling Departments.

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The various facets of our jobs are innumerable and no one knows everything. You've seen in **Skyword** articles, in HotLines and in Base Briefs the kinds of tidbits that make up the intricacies of our work schedules and rules.

In the realm of representing members, or even just of being helpful to a fellow Flight Attendant coping with a reassignment, trying to do a trip trade, inquiring about monthly maximums or sick list clearance, the National Reps or those at your base—be they Chair, Vice Chair or Council Member—may have gained their knowledge through training offered at APFA Headquarters in Eules.

Several times a year, I and the National Scheduling Coordinator conduct two-day courses at Headquarters where we cover the wide-range of topics that comprise the areas of Contract Administration and Scheduling (often overlapping). These classes are attended by Base Chairs and Vice Chairs—either as new or refresher training—Base Council Members and members-at-large, all looking to become better informed and able to assist their colleagues in various capacities.

Just what is covered? Below is an outline of some of the topics discussed and thoroughly reviewed in the Contract Administration portion. In a later **Skyword**, the National Scheduling Coordinator will go over the topics that touch upon that area. You may be surprised at the amount of knowledge there is to gain.

If you are interested in assisting at your base, contact your Base Chair or Vice Chair and learn how you can help. If you think you might like to join our group of highly trained and competent Reps-on-Duty at APFA Headquarters, email myself (contract@apfa.org) or the National Scheduling Coordinator (scheduling@apfa.org) to find out more. ▲

COURSE OUTLINE – CONTRACT ADMINISTRATION TRAINING

Objectives -- Basic Contract and procedures knowledge concerning:

Family Leave

- Eligibility
 - Hourly requirements
 - Medical requirements

- Types of leave: regular and intermittent

- Administrative Timelines

Attendance Control Policy

- Chargeable vs. Non-Chargeable absences
- Calendar Day Calculation
- Firm/Tentative Clear Dates and procedures
- Options for longer absences
- Medical Certificate
- Company corrective actions and Actionable Trigger points

Leaves of Absence

- Personal Leaves
- Educational Leaves
- Bid Leaves
- Seniority types and leave impacts

Jury Duty

Training

Vacation and Sick Accrual

- 420 Requirement
- 420 "lookback"

Pay and paychecks

Filling of Vacancies

- Domestic Transfers
- International Proffers
- Mutual Transfers, Domestic and International

Reserve Rotations

Retirement

- Definitions
- Vesting
- Years of Credited Service
- Pension Formulas
- Benefits and Privileges
- Article 30
- Pension commencements

Reciprocal Cabin Seat Agreements

APFA has worked hard to secure Reciprocal Cabin Seat Agreements. (We commonly refer to these as "jumpseat" agreements, though no jumpseating is involved.) Currently we have agreements with the following carriers:

- Alaska / Horizon
- Comair
- JetBlue
- Southwest
- Delta / Northwest
- United
- Frontier
- Skywest
- US Airways

It is our goal to keep adding to this list until we have agreements with all other carriers capable of having such agreements. These agreements must ultimately be approved by the company's Executive Committee. Following the first few agreements, other work groups began to voice concerns that they were not eligible for these benefits, particularly given that those covered by these agreements were not traveling in jumpseats but rather empty main cabin seats.

Of course we are just trying to play catch-up with pilots who have enjoyed these privileges for many years. While our two workgroups clearly have an enormous population of commuters, there are commuters among the ranks of agents, mechanics and other employee groups. Gate agents are especially concerned as they are the ones with the added work of processing the reciprocal agreements and of course they get none of the benefit. Be that as it may, we will still work to add agreements for our members. We will attempt to secure agreements with the largest carriers first—such as the most recent agreements with United and Alaska/Horizon—as they offer the most benefit to as many of our members as possible.

See the APFA Reciprocal Agreements page at:

<http://www.apfa.org/content/section/16/423/> (login required)