

SECTION 6 - CREW ACCOMMODATIONS

A. UNION HOTEL COMMITTEE

1. A Hotel Transportation Committee, made up of representatives of the APFA and the Company, will be established and shall meet as needed to review and resolve all Flight Attendant feedback relating to lodging accommodations and transportation for Flight Attendants.
2. Guidelines for the selection of hotels and transportation shall include the safety and security of the transportation vehicles, rooms and hotel locations; the cleanliness and quietness of the accommodations, and the adequacy of the eating facilities. The following procedures will be used in the selection of hotel accommodations and associated transportation:
 - a. The APFA's National Hotel Chair and/or her/his designee(s) will meet quarterly with the representatives of the Company, or more frequently, if needed, to review the suitability of hotel accommodations and associated transportation for Flight Attendants. The parties intend that the APFA's National Hotel Department representative(s) be given the opportunity to consult with and make recommendations to the Company on the selection and suitability of accommodations and associated transportation.
 - b. When changing or selecting accommodations, the Company will prepare a list of hotels being considered and provide such list to the APFA. If requested, the Company will also provide a list of all companies from whom bids were requested and all companies who submitted bids. Lists provided to the APFA will not include any details or pricing information. The APFA will have the opportunity to add facilities to the list of those being considered. The parties will jointly inspect the proposed facilities (including any added to the list by the APFA). The Company will provide the APFA with a minimum of ten (10) days' notice of any city or cities to be reviewed.
 - c. The Company will consider all recommendations of the APFA and then select the facility to be used from those that are mutually acceptable to the Company and the APFA. It is the intent of the parties that representatives of the Company and the APFA's National Hotel Department reach agreement on the selection of the hotel accommodations. If, however, there are no mutually acceptable facilities, the Company and the APFA National President (or her/his designee) will meet to attempt to agree on a facility. If the Company and the APFA National President (or her/his designee) cannot reach agreement, the Company will make the final determination.
 - d. If the Company receives a report from the APFA's National Hotel Department of a problem with a facility or associated transportation arrangement, the Company will promptly investigate the reported problem and respond to the APFA within fifteen (15) calendar days on the results of its investigation and the actions being taken to resolve the problems that are confirmed by the Company.
 - e. Subject to the limitations of Paragraph A.2.b, the Company and the APFA National Hotel Department will make available to each other all information reasonably calculated to assist in decisions regarding hotel accommodations, including but not limited to any reports received from Flight Attendants.
3. The Company will make every effort to avoid delays in room assignments at all hotels.
4. The Union Hotel Committee Chairperson, or her/his designee, shall be released from duty to inspect any hotels contemplated under this Section. When the Company requests that a Union Hotel Committee member conduct hotel inspections in lieu of sending a Company

representative, any pay lost because of the release from duty shall be paid by the Company and the Hotel Committee member shall be provided with positive space on-line transportation to conduct the hotel inspection. Otherwise, the Union shall be responsible for the Hotel Committee member's flight pay loss. The Company shall provide positive space transportation for one (1) Union Hotel Committee member for all hotel inspections.

B. LODGING

1. The Company shall provide a comfortable, safe and clean single occupancy hotel room to a Flight Attendant when:
 - a. a Flight Attendant has a scheduled or unscheduled layover;
 - b. scheduled ground time exceeds four (4) hours (block-to-block);
 - c. unscheduled ground time is projected to exceed four (4) hours (block-to-block);
 - d. on an "On-Duty All-Nighter (ODAN) sequence with ground time of four (4) hours or more, block-to-block, the room will be scheduled when the sequence is constructed.
2. A Flight Attendant on a sequence containing an ODAN duty sequence shall be provided overnight accommodations at an airport hotel if one exists and provided such property is consistent with the comparable properties used for short overnights. If an airport hotel is not available, the Company shall work with the Union Hotel Committee to select a suitable hotel for such ODANs as close to the airport as possible.
3. In selecting hotels, the Company and the Union Hotel Committee shall consider the following:
 - a. Hotels with twenty-four (24) hour restaurants or room service with discounted crew menus or twenty-four (24) hour transportation service to nearby restaurants;
 - b. Hotels with rooms for Flight Attendants as follows: on the second or higher floor, on the same floor, with queen or king-size beds, with doors that open to an indoor hallway and are removed from elevators, ice machines, and other noise sources, and have effective sound-proofing; are away from stairwells and emergency exit doors; with effective blackout curtains, self-controlled quiet heating and air conditioning systems and on non-smoking floors (individual crew members may request to be assigned to smoking rooms based on availability);
 - c. Availability of a separate crew sign-in sheet and crew rooms that will be immediately available upon arrival of the crew;
 - d. Hotels with unblocked telephones, free local calls, no charge for making toll-free calls and no long distance access charges, free hairdryers, coffee-makers, irons and ironing-boards;
 - e. Free high-speed or Wi-Fi internet access;
 - f. Safe and secure transportation for the crew members and their luggage;
 - g. Hotels with adequate guest security;
 - h. Hotels with exercise facilities;
 - i. Responsiveness to concerns raised;

- j. Problems with current renovation or construction; and,
 - k. Non-stop transportation to and from the airport.
4. In the event that regularly assigned lodging is not available or if the crew is diverted to other than the scheduled layover, the Company shall provide other like lodging. If the Company is not able to secure like lodging, the Flight Attendant will be allowed reasonable, actual expenses for other like lodging, substantiated by a receipt.
 5. If a hotel with an existing contract is undergoing renovation or construction, the Union Hotel Committee and the Company will, upon request of the Union, meet to determine the suitability of the hotel in situations where the renovation interferes with crew rest or safety.
 6. Flight Attendants will be offered the same hotel list as Pilots unless the Union Hotel Committee objects to a particular hotel, in which case Paragraph B.3 will apply.

C. TRANSPORTATION

1. The Company shall provide transportation at all layover stations.
2. At points other than the Flight Attendant's crew base, where the Company's scheduled or prearranged transportation is not available within twenty (20) minutes after such is requested by the Flight Attendant, the Flight Attendant will be authorized to take alternate transportation to the hotel. On overnights scheduled for less than ten (10) hours and thirty (30) minutes, transportation shall be available within ten (10) minutes and the twenty (20) minute wait set forth above shall not apply.
 - a. The expense for the transportation shall be paid by the hotel, or
 - b. If the hotel refuses to pay for alternate transportation, the Flight Attendant shall pay for the transportation and be reimbursed by the Company or the Company may provide a cab voucher.
 - c. Reimbursement shall be made on the paycheck containing the pay exceptions for the month following the submission of the expense. The Company may require receipts to be submitted from a Flight Attendant seeking reimbursement.
3. When authorized by Crew Schedule, actual expenses for round-trip cab transportation within a ninety (90) minute radius of the airport will be allowed when substantiated by appropriate receipts when a Flight Attendant is called to duty, and agrees to report with less than two (2) hours' notice prior to the scheduled departure of a flight. Exceptions will be considered on an individual basis. In lieu of cab transportation, the Company will reimburse reasonable expenses for short-term parking (i.e., daily parking if available; if not available, hourly parking).
4. At a crew base, a Flight Attendant will be allowed actual transportation charges substantiated by receipts if the flight on which she/he is assigned terminates between 2300 and 0600 as a result of late operation.
5. At a crew base where there is an employee bus service scheduled, a Flight Attendant will be allowed actual parking charges for a non-premium public parking area when substantiated by a receipt if the employee bus transportation is not available (not scheduled to operate) during periods when flights terminate or originate including the reporting period.

D. GENERAL

1. A Flight Attendant will not be required to provide a credit card in order to check-in to the hotel.
2. Each Flight Attendant shall pay for any incidental charges (e.g., telephone calls, in-room movie rental, etc.) prior to checking out of the hotel. All expenses (e.g., restaurant, lounge, room service, laundry/dry cleaning, etc.) must be paid at the time the services are rendered unless credit arrangements have been individually established by the Flight Attendant with the hotel upon check-in. It is the Flight Attendant's responsibility to resolve any discrepancies in incidental charges at the time of check-out.
3. Hotels, hotel phone numbers, van/limo service providers and van/limo service phone numbers will be listed in the bid packet and the Crew Management System. In the event there is a change in layover accommodations, the Flight Attendant shall be notified of the change as soon as possible. A Reserve Flight Attendant who has been advised to proceed directly to the gate area for a trip shall be notified of her/his crew accommodations and van/limo service provider prior to departure.
4. The Company shall arrange for crew hotels to provide an appropriate crew meal on Thanksgiving, Christmas Day and New Year's Day, in the event on-site or local restaurants are closed.
5. Crew Schedule will not release information to third parties concerning the Flight Attendant's schedule unless authorized by the Flight Attendant. The Flight Attendant is responsible for providing hotel locations and phone numbers to her/his family members. In cases of emergency, Crew Schedule will relay messages to Flight Attendants as soon as possible.
6. If a Flight Attendant chooses not to stay at her/his assigned hotel, she/he must advise Crew Schedule no later than one (1) hour after the release time of the duty period and must provide a contact number where she/he can be reached. This provision will only apply to destinations outside the contiguous United States as long as a toll-free number is provided for those destinations. If a toll-free number is not provided, the Flight Attendant must notify another crew member on the sequence.
7. A Flight Attendant assigned to the same hotel for two (2) or three (3) consecutive nights must check-in and out daily prior to a commencing a duty period, except while on a TDY assignment.

E. FLIGHT ATTENDANT CREW LOUNGES

1. The Company shall provide a crew lounge at each crew base.
2. The crew lounge at each crew base shall be clean, properly lighted, properly heated and air conditioned, well ventilated, and contain chairs, tables, computers, and telephones.
3. The Company will consult with the Union Hotel Committee when establishing a new Flight Attendant lounge or making a major change to an existing Flight Attendant lounge.