

# Equipment Substitutions

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## Equipment Sub Intent and Procedures

The intent when determining the F/A complement on an Equipment Substitutions (Sub) is to staff the new equipment with the applicable complement for the new equipment. All LUS domiciles are now working under the CBA 2013 provisions including the Hours of Service and Scheduling sections.

As a result, the same rules related to Equipment Substitutions are applicable to CLT, DCA, PHL and PHX. The following procedures outline how Equipment Substitutions are handled as it relates to the F/A Core pairing crew, FAN F/A, 7IM F/A, extra F/As and LOD/O positions.

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## Types of Equipment Substitutions

Generally there are two types of Equipment Substitutions which are different from the day of operation changes:

### 1. **No Alternative – No Chance of Going Back to Original Equipment**

This condition requires certain work to be completed on certain Aircraft Types and/or Tail Numbers. Maintenance is scheduled to perform required work on a specific aircraft and that specific tail number is scheduled to come off active duty.

In this case, all systems (CATCREW, ISAP, ISAP/AIL and ETB) will be updated with the Equipment–Sub information including the correct crew complement. Crew Scheduling will observe the “Basic Process” and the “Guidelines” outlined on page 4. The following applies:

- A. If, **downsizing**, the non-required number of flight attendants will be contacted (in Seniority order) for removal with Pay Protection as soon as it is known.
- B. If **upsizing**, the added position/s related to the crew complement will be available for bidding (in applicable systems) as soon as it is known.

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## Equipment Substitutions, Continued

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Types of Equipment Substitutions (**continued**)

### **2. Uncertain and Under Consideration**

The Marketing Department calls this condition a *potential substitution* and the only other group that is notified is Reservations.

A potential substitution of equipment “may or may not” come to fruition. Such substitution could be in the planning process for either downsizing or upsizing; however, at this stage the information is unknown to Crew Scheduling.

The potential substitution is not in CATCREW because the final decision has not been made and a tail number has not been assigned to the change. The following applies:

#### **Normal Procedures:**

In the early morning two (2) days prior to the day of origination, CATCREW and other F/A programs will be populated with the applicable change and Crew Scheduling will receive the definitive information related to the Equipment Substitution.

**Note:** To this point, CATCREW has not been updated with an impending change; therefore, ISAP and ETB have been functioning with the original crew complement and aircraft type. With the final decision made to change aircraft types, the data is updated in CATCREW.

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## Equipment Substitutions, Continued

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### Downsizing Example 1

The following examples and procedures outline how the F/A Core pairing crew, the “K” F/A’s (FAN), 7IM F/A, extra F/As and LOD/O positions are handled as a result of an equipment substitution.

**Ex. #1:** This example is a potential equipment substitution scenario under the category of “Uncertain and Under Consideration”. After the Equipment-Sub is finalized by the Company, all operational data related to such change is given to Crew Scheduling for processing. This example shows how the F/A staffing would be affected and how the processing will be handled:

On the morning of the day ISAP/AIL runs (08APR) for pairings originating on 10APR, an Equipment Sub is finalized. The entire pairing (PHL-MAN-PHL) is being equipment subbed on both pairings shown below:

**Affected PHL-MAN-PHL Pairings:**

Core 96038/10APR and ‘K’FA 03038/10APR

**Example Description:**

An A330 TI destination is being subbed to a 757 aircraft. The A330 is staffed with 9 F/As (8 Core + K); the 757 is staffed with 6 F /As (4 Core + 7IM + K) on a Non-LOD/O destination.

**Understanding:**

As stated in the Type 2 paragraph on pg. 2, ISAP and ETB have been processing pairing 96038/10 and 03038/10 as an 330 because the systems utilized by Crew Scheduling are not updated with a change in equipment until it is finalized. Therefore, in this case all positions are filled at the time of the substitution.

On 08APR, the Daily Crew Schedulers will start processing the finalized Equipment Sub. In seniority order, Crew Scheduling will call to advise the three (3) non-required flight attendants that they are pay protected and removed from the affected pairing. If the flight attendant is not at home or working a message is left related to her/his removal and a request asking for a call back acknowledging the F/As acceptance of such removal.

Core Pairing 96038/10	SEN #	Offered Removal
AFA (CSD) - PRI	210	Accepts Removal
BFA – PRI	300	Passes on Removal
CFA - ETB	599	
DFA - PRI	400	Accepts Removal
EFA - PRI	900	
FFA - ISAP	600	
GFA - PRI	800	
HFA - PRI	1020	
KFA Pairing 03038/10 - PRI	250	Accepts Removal

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## Equipment Substitutions, Continued

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### Downsizing Example 1 (continued)

After Downsizing of the Crew Complement is Completed:

- 96038/10 is covered with six (6) flight attendants.
  - **Note:** During position selection, in CLT-DCA-PHL the remaining positions (now open and not a PRI) on the pairing will be determined based on seniority among the F/As originating 96038/10.
  - This procedure can be found in the CBA-Section 10.S. 1-3. In PHX, as an exception to the aforementioned CBA Section 10.S.4 applies.
  - If there are non-LOD/O open positions when processing, Crew Scheduling will not cover those positions; therefore, such vacancy would reduce the number of flight attendants removed.
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### Basic Process

To determine which F/A should be released from a pairing when reducing the F/A staffing requirement due to an equipment sub, the following conditions must apply:

1. The sub must be for the whole pairing.
  2. The sub must be prior to report for the pairing or pairings.
  3. A LOD/O is **never** removed (Company & AFA agreement).
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### Guidelines

The following guidelines\* are provided when determining which F/A(s) to remove due to an equipment substitution:

Staffing	Extra F/A Pos	LOD/O	Need to Remove?	F/A to remove?
Core	-	-	1 (or more)	Most SEN by staffing requirement
Core	KFA	-	1 (or more)	Most SEN by Core + KFA
Core	KFA	7IM	1 (or more)	Most SEN by Core + KFA+ 7IM
Core	-	LFA	1 (or more)	Most SEN by staffing requirement within Core F/As
Core	KFA	LFA	1 (or more)	Most SEN by Core + KFA

**\*Note:** The chart ‘assumes’ the Core, K, and 7IM F/A pairings are flying the **identical** flight segments being subbed. The most SEN F/A(s) will have the option to be removed; it is not a requirement that the F/A(s) come off the pairing.

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## Equipment Substitutions, Continued

### Exception 1

This is not a change from years of past practice. When the Core F/A crew and the KFA position **are not on the exact same flight segments** the following applies. When an equipment sub is accomplished (prior to pairing report), the procedures in the chart below apply:

**Note:** The Equipment Sub impacts the entire Core Pairing but not the K pairing.

Equipment Sub	F/A to remove?
Core - whole pairing subbed	Reduce Core pairing by seniority (KFA is not removed)
KFA position – equipment sub for select segment of the pairing	KFA remains on the pairing and assumes the open position vacated by the core F/A removal

The Equipment Sub below, impacts the KFA's **entire** pairing, but not the Core Pairing:

Equipment Sub	F/A to remove?
KFA – whole pairing subbed/different pairing from Core	KFA – is removed
Core – equipment sub for select segment(s) of the pairing	Core crew flies the pairing

### Exception 2

Use the following guidelines when an equipment substitution occurs and all F/A positions have been staffed:

#	Situation	Procedure
1.	Partial pairing equipment sub <b>prior</b> to the scheduled report time	Staff by the number of jumpseats*
2.	Entire/partial equipment sub <b>after</b> the scheduled report time	Staff by the number of jumpseats*

**\*Note:** If inadequate jumpseats, refer to guidelines chart on the previous page.

As a reminder, the **LOD/O is never removed regardless of her/his seniority.**

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## Equipment Substitutions, Continued Continued

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### Example 2 Transatlantic Partial Sub Only

In this example, after the pairings were built an A330 (9F/A) flight to Europe is being subbed to a 757 (6 F/A) but the return flight is still scheduled to be on an A330. This is considered as a partial equipment sub since it only affects a portion of the pairing:

<b>Core F/As:</b> AFA	}	✓ IF adequate passenger seats are AVL, book 3 D/H records and seats	
BFA			
CFA			
DFA		}	✓ IF inadequate passenger seats are AVL, book 1 or 2 D/H records (as needed) and seats. The remaining 1 or 2 F/As will occupy the jumpseat(s).
EFA			
FFA			
GFA			
HFA			
<b>LOD/O:</b> LFA			

**Note: Excluding the LOD/O**, the F/As who are entitled to D/H would be the 3 most SEN F/As.

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### Equip. Sub. Pay Claim and Premiums

When a F/A is being removed due to an Equipment Sub, the Crew Scheduler will enter a ZZ5 in the applicable pay code Section of CATCREW. This ZZ5 code is an indication to Claims that the affected F/A is to be guaranteed pay protection for her/his subbed pairing. Take note of the following:

- The affected F/A must submit the proper Claim form to receive her/his pay protection and premiums.
  - The Claims Department does not enter the actual amount related to the F/A's pay protection until the subbed pairing has been completed.
  - F/A's released with guaranteed pay protection are paid premiums related to the original equipment type as specified in the CBA Section 10.J,8, (Page 10-40).
  - Any F/A who is not released receives the premiums applicable to the type of equipment subbed
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### Working on Day/s when a F/A is Released with Pay Protection

At her/his option, when receiving guaranteed pay protection a F/A may elect to fly another pairing on or over the released day(s) without losing pay protection. Code ZZ5 advises Claims of a guaranteed pay protection; therefore, if a release F/A elects to fly or selects another activity over the period of guaranteed pay protection she/he will be paid for both activities.

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## Equipment Substitutions, Continued Continued

**Clarification  
Equip. Subs  
and Augmented  
Pairings**

Per the Redbook CBA, an Augmented Pairing with an extra flight attendant (s) can only be created in the pairing solution for a particular bid month. Consequently, in actual operations this provision does not permit Crew Scheduling to add a Flight Attendant to an existing pairing in order to extend the duty day limitations.

The Company can utilize Equipment Sub on an Augmented Pairing just like any other pairing that is created in the pairing package. As a result of upsizing an aircraft, an additional flight attendant(s) may be required.

**Upsizing Example: AUG Pairing - Day of Operation**

When the equipment sub occurred, the augmented A320 pairing was upgraded to a 757 aircraft. This upgrade requires additional flight attendants to be called out to ensure the right complement of flight attendants was staffed. This is perfectly legal under the Hours of Service provisions because the Augmented Pairing was originally created under the rules applicable to Table F (see below) in the pairing solution and the duty limitations were not extended.

**Note:**

Both upsizing and downsizing a crew complement which has been augmented due to Equipment Substitution conforms to the provisions of Section 11. The processes related to who goes and who stays on a pairing in the event of downsizing should be handled as shown above depending on when the actual Equipment Sub takes place. The AUG flight attendant would be treated the same as a “K” or 7IM flight attendant when downsizing occurs.

Table F Report Time HDT	Max. Schd. DUTY PERIOD (Hours)**	Schd. Add'l F/A Above FAR Min.*	Max. # of Live Flight Segments
0000-0559	13:15	1	2
0600-0659	14:15	1	3
0700-1259	14:15	1	3
1300-1659	14:15	1	3
1700-2359	13:15	1	2