

# LUS ON-DUTY CONTRACT GUIDE

AS MODIFIED BY THE JOINT COLLECTIVE BARGAINING AGREEMENT



APRIL 2016

Dear LUS Flight Attendant:

The Association of Professional Flight Attendants and American Airlines have worked together to create this edition of the On-Duty Contract Guide (ODCG) for the LUS Flight Attendants. Our goal is to help Flight Attendants navigate through this time of tremendous change in our work rules with one document that contains the most commonly referenced Contract language.

This ODCG represents the current Contract language in place for LUS Flight Attendants as of April 2016, which includes portions still in effect from the 2013 Red Book Contract as well items implemented from the 2014 Joint Collective Bargaining Agreement (JCBA). Meanwhile, LAA Flight Attendants will have a separate ODCG to reference.

The JCBA Implementation Schedule will continue to be updated as more dates are determined for implementation. The JCBA Implementation Schedule Chart can be found on the APFA website at [www.apfa.org](http://www.apfa.org) under the Contract and JCBA links. It can also be found on the Flight Service website under Contract Items.

The language in this On-Duty Contract Guide has been paraphrased and in the event of a dispute, the Contractual language will prevail.

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NOTE (1):

All contract references herein pertain to the February 2013 Flight Attendant Contract (Red Book) unless otherwise noted. For complete language, please consult the applicable contract.

NOTE (2):

In order to reduce confusion in communications with Crew Scheduling, and in accordance with new verbiage in the JCBA, the term, "pairings," will be replaced with the term, "sequences."

## COMPENSATION

### **RATES OF PAY (Section 3.A - JCBA) - EFFECTIVE 4/1/16**

| Effective Pay Step | April 1, 2016 | January 1, 2017 | January 1, 2018 | January 1, 2019 |
|--------------------|---------------|-----------------|-----------------|-----------------|
| 1                  | \$26.16       | \$26.69         | \$27.22         | \$28.04         |
| 2                  | \$27.75       | \$28.30         | \$28.87         | \$29.73         |
| 3                  | \$29.52       | \$30.11         | \$30.71         | \$31.63         |
| 4                  | \$31.44       | \$32.07         | \$32.71         | \$33.69         |
| 5                  | \$34.64       | \$35.33         | \$36.03         | \$37.12         |
| 6                  | \$39.22       | \$40.00         | \$40.80         | \$42.03         |
| 7                  | \$43.85       | \$ 44.73        | \$45.62         | \$46.99         |
| 8                  | \$45.25       | \$46.16         | \$47.08         | \$48.49         |
| 9                  | \$46.50       | \$47.43         | \$48.38         | \$49.83         |
| 10                 | \$48.24       | \$49.20         | \$50.19         | \$51.69         |
| 11                 | \$49.57       | \$50.56         | \$51.57         | \$53.12         |
| 12                 | \$51.93       | \$52.97         | \$54.03         | \$55.65         |
| 13                 | \$60.13       | \$61.33         | \$62.56         | \$64.43         |

### **MINIMUM MONTHLY GUARANTEES (Section 3.B - JCBA)**

Lineholder: Seventy-one (71) hour guarantee at hourly rate  
Reserve: Seventy-five (75) hour guarantee at hourly rate

### **PER DIEM/TIME AWAY FROM BASE (TAFB) (Section 4.A – JCBA)**

| Effective Date  | Domestic | International |
|-----------------|----------|---------------|
| January 1, 2015 | \$2.10   | \$2.40        |
| January 1, 2017 | \$2.15   | \$2.45        |
| January 1, 2019 | \$2.20   | \$2.50        |

*Paid from scheduled sign-in through end of debrief*

## **CSD (PURSER), LEAD, AFT AND GALLEY POSITION PREMIUM PAY (Section 3.C - JCBA)**

| Aircraft Type | DOMESTIC |         |        |          | INTERNATIONAL |            |        |          |
|---------------|----------|---------|--------|----------|---------------|------------|--------|----------|
|               | Lead     | Purser  | Aft    | Galley   | NIPD Lead     | IPD Purser | Aft    | Galley   |
| E190          | \$1.25   |         |        |          | \$1.25        |            |        |          |
| B737-800/900  | \$2.50   |         |        |          | \$2.50        |            |        |          |
| A319/A320     | \$2.50   |         |        |          | \$2.50        |            |        |          |
| MD80          | \$2.50   |         |        |          | \$2.50        |            |        |          |
| A321          | \$3.25   |         |        |          | \$3.25        |            |        |          |
| A321T         | \$3.25   | \$4.75* |        | \$1.00** |               |            |        |          |
| B757          | \$2.75   |         | \$1.00 |          | \$3.75        | \$5.75     | \$1.75 |          |
| B767          | \$3.25   |         |        | \$1.00** | \$6.50        | \$7.50     | \$1.75 | \$1.00   |
| B777          | \$3.25   | \$5.75* |        | \$1.00** | \$6.50        | \$7.50     |        | \$1.00** |
| B787          | \$3.25   |         | \$1.00 |          | \$6.50        | \$7.50     |        | \$1.00** |
| A330          | \$3.25   |         | \$1.00 |          | \$6.50        | \$7.50     | \$1.75 | \$1.00   |
| A350          | \$3.25   |         | \$1.00 |          | \$6.50        | \$7.50     |        | \$1.00** |

**NOTE:** Rates shown are per hour.

All Purser positions require a Purser qualification.

\*3-class Transcon only (if non-qualified Purser, premium rate is \$3.75)

\*\* One (1) Galley position per class of service, i.e., three (3) class of service – three (3) Galley positions, two (2) class of service – two (2) Galley positions

## **HOLDING TIME (Section 3.D - JCBA)**

\$7 per hour – At originating, intermediate, and terminating stations when required to stay on duty with passengers on the aircraft:

- Originating and intermediate stations, begins 31 minutes after scheduled ground time, rate paid for all time spent with passengers
- Crew change stations when required to remain with passengers while waiting for replacements beyond forty-five (45) minutes, rate paid for all time spent with passengers
- Does not apply to ATC holds and Diversion Pay (see ACTUAL “OUT” TIME – Code 59 and Diversion Pay)

## **UNDERSTAFFING PAY (Section 3.E - JCBA)**

\$10.50 per credited flight hour for flight dispatched with fewer Flight Attendants required by staffing parameters in Section 10 – Scheduling.  
(See Staffing Chart in Section 10.Q.2.)

## **INTERNATIONAL PAY (Section 3.F - JCBA)**

- \$3.00 per hour paid on all NIPD (NTI) flights including deadhead and diversions at full pay & credit.
- \$3.75 per hour paid on all IPD (TI) flights including deadhead and diversions at full pay & credit.

## **TRAINING PAY (Section 29.E - JCBA)**

### **Recurrent/CQ/Required Training**

- \$75.00 per day plus per diem
- Training periods limited to 9 hours
- Travel + Training not to exceed 16 hours (duty)
- Scheduled positive space authorization to/ from training
- Bidding for training will be electronic
- Subsequent Recurrent due to failure will not receive additional Training Pay

### **Home Study/ Computer Based Training (CBT):**

- Up to 2 hours \$25
- 2-4 hours \$50
- 4 or more hours \$75

## **JURY DUTY PAY (Section 3.G - JCBA)**

4:15 hours of pay and credit if summons is presented before PBS bids are final. If presented after bids are final and a sequence (pairing) falls on the scheduled day of jury duty, then s/he will be paid 4:15 for the day scheduled to appear and the following day.

If Flight Attendant is required to remain on call or is required to report for jury duty and the F/A is on duty or has a sequence conflict, the F/A will be paid the daily credit for each day of the jury duty obligation.

## **DRUG TESTING (Section 3.H - JCBA)**

\$15 for each drug or alcohol test

## **FOREIGN LANGUAGE SPEAKER PREMIUM PAY (SECTION 3. I - JCBA)**

- \$2.00 per actual flight hour for designated LOD/O
- \$1.50 for LIP participants (SECTION 3.K.5 2013 FA CBA)

## **HOLIDAY PAY (SECTION 3. J – JCBA)**

\$75 for Thanksgiving, Christmas, and New Year's Day if any portion of the sequence (pairing) touches one of those 3 holidays



## **PREMIUMS FOR PAID TIME OFF (Section 3.K - JCBA)**

Flight Attendants will receive each applicable premium and International pay premium for vacation hours only if credit hours in PBS award are inclusive of 100% of such premiums. This provision does not apply to sick leave, bereavement leave, settling days or jury duty.

## **ATC HOLD/ACTUAL "OUT" TIME (CODE 59) (Section 3.L – JCBA)**

**ATC HOLD:** When the Captain elects to delay starting engines due to quoted takeoff delays, flight time, at the option of the Captain, will be considered to begin at the time the aircraft would have normally departed.

- Until the ACARS units can be harmonized throughout the AA and US fleets, Pilots should contact their respective Chief Pilot's office to file a claim rather than sending an ACARS message as the AA pilots do. Pilots will need to provide the information requested on the Brake Release Claim Form for proper filing of a Ready for Departure (RFD) claim. Pilots have been reminded to include Flight Attendants names and CATCREW numbers on the bottom of the form
- FA receives full flight time pay and credit, and
- Such flight time is not included in block hour limitations, and
- Does not run concurrently with holding time

### **ACTUAL "OUT" TIME (CODE 59):**

In the following situations FAs will receive flight time pay and flight time credit prior to the actual time out from the point at which the aircraft was ready for immediate departure:

- Until the ACARS units can be harmonized throughout the AA and US fleets, Pilots should contact their respective Chief Pilot's office to file a claim rather than sending an ACARS message as the AA pilots do. Pilots will need to provide the information requested on the Brake Release Claim Form for proper filing of a Ready for Departure (RFD) claim. Pilots have been reminded to include Flight Attendants names and CATCREW numbers on the bottom of the form
- Delay at the gate awaiting pushback, power back or taxi out due to airport congestion;
- Deicing of the aircraft;
- Maintenance performed after departure from the gate but prior to takeoff.
- Delay at the gate awaiting pushback, power back or taxi out due to congestion with deicing operations off the gate;

When the Captain elects to delay starting engines due to quoted takeoff delays, flight time, at the option of the Captain, will be considered to begin at the time the aircraft would have normally departed.

- FA receives full flight time pay and credit, and
- Such flight time is not included in block hour limitations, and
- Does not run concurrently with holding time

### **DIVERSION PAY (Section 3.M – JCBA)**

When a flight is diverted and the aircraft is not blocked in at a gate, and/or passenger egress is prohibited, each Flight Attendant shall receive full flight time pay and credit for all such time on board.

### **RED FLAG PAY (Section 10.H – JCBA)**

Company-designated Red Flag sequences paid at 150% of hourly rates and credited at 100%

### **DELAY INCENTIVE PAY (TI/IPD PAIRINGS) (Section 14.M.7 – JCBA)**

5 hours of pay and credit including all premiums in addition to the value of the sequence (pairing) for a delay exceeding 10 hours in a Transoceanic International station. Once the delay exceeds 24-hours, 5 more hours of pay and credit including all premiums will apply to the additional 24-hours or any fraction thereof. Should greater pay protection be provided through Illegal Through No Fault, Last Trip of the Month, or Crew Substitution, the provisions of this paragraph may be waived to accept the greater pay protections.

### **DEADHEAD PAY (Section 16.A)**

100% pay and credit for actual hours or scheduled hours, whichever is greater.

## **SCHEDULING**

### **SEQUENCE (PAIRING) GENERATION (Section 10.B)**

- Sequences are constructed in accordance with Section 11 – Hours of Service
- May contain mixture of aircraft type if same crew complement is planned
- No more than 30% of duty periods containing aircraft swaps will include more than one swap
- Mixture of 1, 2, 3 & 4 day trips – no Domestic sequence more than 4 days
- No more than 30% 4 day trips per domicile (Section 11.K.5.)

### **PREFERENTIAL BID SYSTEM (PBS) (Section 10.D)**

- PBS System accessible from home on a web-based program at no cost to FA
- FAs self-construct monthly Lineholder and Reserve lines of flying for the following month
- 10th Day of the Month – 0900 Pairings and System Settings published; Bid Opens
- 16th Day of Month – 0900 Bids Due
- 18th Day of Month – 0900 PBS Award available
- Lines will have min 70 credit hours and 90 max; flex no more than 5 hours
- Targeted line average between 75-85 hours; flex month targeted average no more than 87 hours
- FA has option to do the following in PBS bid:

- Build lines as low as 40 hours and as high as 110 hours
- Waive domicile minimum rest to FAR plus 30 minutes
- Waive to accept same day check-in with legal rest plus 45 min
- Waive to accept double ups – no rest requirement between sequences; must not exceed duty day limits
- Waive 35 in 7 restriction
- Waive to accept FAR rest on RON
- 23rd Day of Month – FA must notify PBS Administrator of potential Mis-award
- Must be Company error
- FA may fly any mis-award sequences, or
- PBS Administrator will compile like sequence list to input in ISAP, and
- FA will receive greater of sequence she/he would have held or ISAP sequence
- If FA is not awarded open time sequences, FA will be pay protected for sequences they would have held
- Planned absences cannot be bid in conflict (e.g. vacation, training, company business)

## **RESERVE BIDDING**

- Min. 11 days off – 8 Golden Days (GD) and 3 Moveable Days (MD)
- Days off must be divided into 2, 3 or 4 periods of days off unless waived by FA
- Reserve line can contain no more than 2 periods of 2 days off unless waived by FA

## **ITERATIVE SCHEDULE ADJUSTMENT PROCESS (ISAP) (Section 10.E)**

- Seniority based system for FA to conduct the following transactions with Company Time;
  - Drop/Pick-Up sequences (pairings) in Open Time
  - Simultaneously drop/pick up sequences from other Lineholders during ISAP process
  - Runs daily at 2000 HDT
  - FA submits bid by 2000 HDT for sequences on/after midnight 27 hours later
  - Award posted by 0600 for sequences on/after calendar day beginning at midnight, 18 hours later
  - ISAP will not be available while PBS is processing (48 hours)
  - No ISAP transactions for trips that take place during the last 6 days of the month will be processed during the 48 hours that PBS is running
- Award Parameters
  - Processed in seniority order
  - May submit one-time only or standing bid
  - May drop to 40 hours
  - May pick up to 95 hours

- High Time FA can pick up to High Option cap +5 hours
- May pick-up or trade to operate additional sequence on day already scheduled for duty:
  - ◆ Double Ups – Portions of 2 sequences within same duty day
  - ◆ Multiple Sequences – 2 sequences in one calendar day separated by legal rest
- May pick up time to fly on pay protected days
- May waive 35/7 restriction
- Transactions involving first day of ISAP processing or restricted days may be processed by Daily Scheduling at FA request

## **POST ISAP DAILY PROCESSING (Section 10.F)**

- Company will provide electronic daily list of all open time by domicile
- **Unsuccessful Bidders List** – used by Daily Scheduling for manual processing of drop/pick-up requests in seniority order for:
  - FAs not awarded sequence on first day of ISAP run
  - Sequences that open between 2100 and 0600 each day
  - After 0600 – Any sequence that becomes available up to 2 hours before departure of sequence
  - Crew Scheduling will call FA one time in seniority order to offer sequence;
    - ◆ If FA does not answer or declines sequence, Scheduling moves to next FA on list
    - ◆ If FA is on duty, sequence will be awarded; FA must acknowledge assignment within 2 hours of sequence completion or sequence reassigned
  - Late Bidders – FA may call Crew Scheduling during post ISAP period to bid for a sequence; Added to bottom of Unsuccessful Bidders List

## **ELECTRONIC TRADE BOARD (ETB) (Section 10.G)**

- Real Time, electronic method to drop, pick-up or trade sequences (pairings) between Flight Attendants
- Awarded first come/first serve
- May trip trade up to 2 hours prior to report time for sequence
- May pick-up or trade to operate additional sequence on day already scheduled for duty:
  - Double Ups – Portions of 2 sequences within same duty day
  - Multiple Sequences – 2 trips in one calendar day separated by legal rest
- May pick up time to fly on pay protected days and vacation days
- May waive 35/7 restriction
- ETB not available during daily ISAP processing (2000-0600)
- ETB not available for last 6 days of month during PBS processing
- Lineholders:
  - May drop to 40 hours through ETB

- No cap on pay hours through pick up
- Reserves:
  - May drop, pick up and trade sequences on GDs or vacation days
  - May drop, pick up and trade sequences on MDs once released or at conclusion of RAP prior to day off
  - May drop, pick up and trade sequences that originate on MD without being released according to following:
    - Cannot cause a conflict with Reserve processing and ETB sequence
    - Crew Scheduling will not assign a trip in conflict unless necessary under provisions in Reserve Section 12.J and 12.K.
    - Sequence on MD will not be pay protected if Reserve trip assigned according to Reserve Section 12.J and 12.K. Reserve may split back on to trip
    - Sequence on GD will be pay protected if assigned under Priority of Trip Assignment Section 12.M.
    - Minimum 9+45 hours before or after reserve duty and ETB sequence
- Reserves will receive pay no credit for ETB trips

### **RED FLAGGING OF OPEN TIME (Section 10.H)**

- Open sequences during time of critical staffing as determined by Crew Scheduling are known as Red Flagged Sequences
- Premium of 150% pay and 100% credit; premium protected under all provision of contract
- Premium not paid to Reserves assigned Red Flag Sequence on AVL days
- Premium is paid to Reserve if sequence is on day off
- Company may not change Red Flag designation once assigned or until processing of ISAP is complete

### **INVOLUNTARY ASSIGNMENT (Section 10.I)**

Involuntary assignments shall only be made according to the Priority of Trip Assignment language specified in Section 12 – Reserve

### **RESCHEDULING (Section 10.J)**

- A Lineholder will not be required to serve as a Reserve
- A Reserve on ETB/ISAP trip will be considered a Lineholder for all purposes
- “Rescheduled” means any and all deviations from an awarded sequence except:
  - Canceled segments during pairing which do not require FA to operate a different sequence
  - Cancellation of scheduled flight and creation of new unpublished flight between same city pairs within 4 hours does not constitute canceled segment and pay protection for FA applies
  - Deadheading to position crew because of canceled flights to continue original sequence

- Diversions for fuel, weather or emergency if FA proceeds to next destination of original sequence
- Delays of scheduled departure/arrival which do not result in operating to different city pairs
- Bypassing canceled flight segments in affected sequence if another flight has not been canceled
- Prior to Report Time
  - If sequence adjusted after publication involves change in city pairs, RON, additional days, or fewer days, FA may refuse sequence and forfeit pay
  - If Lineholder flies adjusted sequence (pairing), FA will be guaranteed pay value of original sequence or revised sequence, whichever is greater
  - Lineholder will not be required to report earlier than originally scheduled; pay protection will apply for original sequence
  - If sequence is rescheduled to depart more than 1 hour later original schedule, Crew Scheduling will attempt to call FA to advise
- After Report but prior to Sequence's Origination
  - Once crew reports, Company may reschedule to maintain scheduled operations
  - If crew reports and sequence is canceled in its entirety, each FA may be rescheduled in order to prevent delay or cancellation; opportunity to be rescheduled will be offered in seniority order; if no one volunteers, assignment will be in reverse seniority order
  - Rescheduled crew will be advised of remaining duty assignments within 2 hours in normal operation; 3 hours during system irregular operations
  - Pay guaranteed for value of original sequence or actual time, whichever is greater, excluding canceled segments (Section 10.J.9)
- After Origination (Departure of First Flight)
  - Rescheduled crew will be advised of remaining duty assignments within 2 hours in normal operation; 3 hours during system irregular operations
  - Every reasonable effort will be made to reschedule crew together; crew may be split if required to maintain scheduled timetable
  - Pay guaranteed for value of original sequence or actual time, whichever is greater, excluding canceled segments (Section 10.J.9)
- Once a Reserve reports for a sequence, all provisions that apply to a Lineholder shall apply to a Reserve; if sequence cancels in entirety, Reserve may be assigned into a RAP (Section 12.M.)
  - If Reserve's sequence cancels in entirety and no RAP was originally assigned and no sequence is available for assignment, Reserve will assume duty for remainder of RAP
  - Return to Domicile – FAs will not be rescheduled beyond her/his originally scheduled return time unless Company has unsuccessfully made every effort to provide Reserve coverage to continue sequence from that point without causing delay or cancellation; this shall not be used to eliminate deadheading where no delay is involved
  - Equipment Substitution

- ◆ When different equipment is substituted prior to origination for an entire pairing, and positions are available in open time, only the required number of Flight Attendant positions for the downgraded equipment will be staffed. If such pairing 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.
- ◆ Prior to Departure – Only required number of FA positions for equipment will be staffed; if equipment is downgraded, most senior FAs will be released and will be guaranteed pay and credit
- ◆ After Departure – Depends on number of available jumpseats; if fewer jumpseats available than number of FAs, junior FAs on the sequence, regardless of position, will operate the flight; Senior FAs will be pay protected and may be required to return to original sequence at any time prior to termination of the sequence
- First Segment delay or cancellation –
  - Crew Scheduling will make every effort to contact FA
  - All compensation shall be based on the original report time regardless of whether FA is notified to report at later time
  - If assigned a later report time, FA will be compensated as if she/he reported at the original report time
  - Applicable duty rig pay shall continue until the time of release from that duty period
  - At end of scheduled duty period, if FA has not been notified of any assignment for that duty period, FA shall be considered released
  - Sequence rig will continue to apply until the FA is released from the sequence
  - FA shall not be expected to report to the airport until 1 hour prior to domestic departures and 1+30 hours for international departures
- Report/No Fly
  - If FA reports to airport and fails to fly or flies less than 2 hours, minimum credit of 3 hours will apply
  - If notified prior to departing her/his residence, 2 hour pay would not apply; if FA has departed residence, 2 hour pay applies even if notified prior to report

### **ILLEGAL THROUGH NO FAULT (Section 10.K)**

- If FA becomes illegal through no fault of their own – contractual or FAR – to originate sequence (pairing), FA will have option of splitting onto sequence once they become legal and trip passes through domicile; if trip does not pass through domicile, FA has option of splitting onto trip once she/he becomes legal; if it is impractical for Company to split FA onto sequence, FA will be released from sequence and paid the value of the original trip
- FA will be paid for any segments operated by a substitute crew
- Illegal after origination – FA will be split off at latest point the sequence passes through domicile; if trip does not pass through domicile, FA will split off at the point of illegality and will be pay protected

## **LAST TRIP OF THE MONTH PAY AND CREDIT (Section 10.L)**

- If the last trip or any trip in the last series of trips in a bid month is canceled, FA shall be paid and credited for the entire sequence
- If FA becomes illegal after origination for a portion of the last trip of the month, she/he must originate the sequence and will be split off at the latest point the sequence passes through domicile and remains legal; if trip does not pass through domicile prior to becoming illegal, FA will be split off at the point of illegality. FA will be paid and credited for the entire sequence
- If FA is unable to originate her/his last trip of the month because origination has canceled, the Company may request the FA to split onto the sequence, and the FA must split on, subject to the following conditions:
  - 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, she/he will be provided with hotel accommodations in the event the sequence does not originate on the same day. (Section 10.L.3.a – JCBA)
  - FA will be pay protected for canceled portions of the sequence
  - If Company does not make such request, the FA shall be released and pay protected for the entire sequence
- If portions of the last trip or a trip in the last series of trips in a bid month are canceled, FA shall be paid and credited for the entire sequence

## **SEQUENCE (PAIRING) SPLITS (Section 10.M)**

- All sequence splits limited to FA domicile except:
  - Involuntary illegality
  - Emergency
  - Sick
  - Company request
  - Training
  - Reserve Calling Out of Time
- Company Initiated Split
  - Trip Rig and Duty Rig from point at which sequence is split
  - Sequence will be recalculated and daily VM established for each day
- Flight Attendant causing the Split
  - Trip rig does not apply
  - Duty rig calculated for duty periods prior to/following day of split only
  - Published VM, or actual if greater, for duty periods completed prior to/following day of split; actual pay for day of the split
  - No pay or credit for deadhead generated as a result of FA caused split



## **LAST LIVE LEG (Section 10.P - JCBA)**

- A FA may fly another FA's last live leg, provided all parties adhere to the following:
  - FA swapping onto flight segment must add name to flight plan
  - Must inform Crew Scheduling in advance
  - FA swapping onto segment must be legal to fly segment and legal for any deadhead following live segment, if applicable;
  - If deadhead segment becomes a live working segment, replacement FA is required to work it
  - No pay protection if FA becomes illegal for her/his own pairing

## **FLIGHT ATTENDANT POSITIONS (Section 10.S)**

- Refers to cabin positions on a sequence (pairing)
- Lineholders awarded position by PBS cannot be displaced
- FAs awarded a sequence outside of PBS – position is considered a placeholder and position determination will be based on seniority among FAs originating the trip
- EXCEPTION: PHX based Flight Attendants may not be displaced from her/his awarded or assigned position on a sequence regardless of how the position was acquired (PBS, ISAP, ETB, Reserve processing); if ISAP does not award positions, they will be assigned in a post ISAP process by Crew Scheduling according to FA seniority and preference

## **GENERAL (Section 10.V - JCBA)**

- Company will furnish FA with statement of monthly flight time
- Flight Attendants are required to have primary telephone contact; may have secondary phone or notify Crew Scheduling of temporary contact on each day applicable
- A Reserve working a sequence on her/his day off shall be treated as a Lineholder for that trip for all purposes of this Agreement
- Pay protection will be inclusive of all applicable premiums
- The "A" 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 or Inflight Management

## **HOURS OF SERVICE**

## **CUMULATIVE DUTY LIMITATIONS (Section 11.B - JCBA)**

- A FA may be scheduled to fly up to 35 block hours in any 7 consecutive days. In actual operations, a Flight Attendant will complete her/his pairing combination even if the scheduled duty limitations are exceeded as long as no applicable FA specific FAR is violated.

- FA may waive 35 actual hours in 7 consecutive days. A Flight Attendant will complete her/his sequence combination as long as no applicable FAR is violated.
- ETB time will not count toward the 35 in 7 limitation.

### **24:00 HOURS OFF IN 7 DAYS (Section 11.C)**

- A Flight Attendant cannot fly more than 6 consecutive days unless the 6-day period contains or is followed by a consecutive 24-hour period free from all duty. Twenty-four hours shall be actual hours, from the time of release to report and will occur during an RON or at domicile.

### **VARIABLE DUTY PERIOD MINIMUM AND DUTY RIG (Section 11.D)**

All completed trip sequences (pairings), in total, receive the greater of:

- Flight time scheduled or actual, or
- (5) Hour Variable Minimum (VM) average day, or
- Trip Rig: 1 for 3.5
- Duty Rig: 1 for 2

Completed Trip Sequence:

A completed trip sequence is defined as:

- Landing at an airport other than the airport of departure, or
- If the aircraft returns to the gate at the airport of departure after takeoff for reasons other than mechanical, it is considered a completed trip sequence.

If the aircraft returns to the gate at the airport of departure after takeoff because of mechanical reasons and no flying is performed within the on-duty period, it is not considered a completed trip sequence and call-out pay or on-duty time applies.

### **5 HOUR VARIABLE DUTY PERIOD MINIMUM**

When a Lineholder or Reserve departs on a scheduled flight, she/he shall receive an average of 5 hours for each on-duty period. When sequences (pairings) are constructed, the sum of the established variable duty period minimums for all the duty periods in any given sequence will equal no less than 5 hours times the number of duty periods in a sequence.

### **TRIP RIG (1 for 3.50)**

For each sequence (pairing), a Flight Attendant on a sequence will be credited with 1 hour for each 3 hours and 30 minutes, prorated.

### **DUTY RIG (1 for 2)**

A Flight Attendant will receive 1 hour of flight time pay and credit for every 2 hours of actual on-duty time prorated on a minute-by-minute basis of actual on-duty time.

## **DOMESTIC AND NTI BLOCK AND DUTY LIMITATIONS (Section 11.E)**

| <b>Maximum Scheduled Duty Period (Hours) Based on Number of Flight Segments*</b> |       |       |       |       |       |       |       |  |   |
|--|-------|-------|-------|-------|-------|-------|-------|--|---|
| Report Time (Home Domicile)  | 1     | 2     | 3     | 4     | 5     | 6     | 7+    | Maximum Block (hours) 1-3 Live Flight Segments | Maximum Block (hours) 4+ Live Flight Segments |
| 0000- 0359   | 9:15  | 9:15  | 9:15  | 9:15  | 9:15  | 9:15  | 9:15  | 8  | 8   |
| 0400- 0459   | 10:15 | 10:15 | 9:15  | 9:15  | 9:15  | 9:15  | 9:15  | 8  | 8   |
| 0500- 0559   | 11:15 | 11:15 | 11:15 | 11:15 | 10:15 | 9:45  | 9:15  | 9  | 8   |
| 0600- 0659   | 12:15 | 12:15 | 12:15 | 12:15 | 11:45 | 11:15 | 10:45 | 9  | 8   |
| 0700- 1259   | 13:15 | 13:15 | 13:15 | 13:15 | 12:45 | 12:15 | 11:15 | 10   | 8   |
| 1300- 1659   | 12:15 | 12:15 | 12:15 | 12:15 | 11:45 | 11:15 | 10:45 | 9  | 8   |
| 1700- 1959   | 11:15 | 11:15 | 10:15 | 10:15 | 9:45  | 9:15  | 9:15  | 9  | 8   |
| 2000- 2159   | 11:15 | 11:15 | 10:15 | 10:15 | 9:45  | 9:15  | 9:15  | 8  | 8   |
| 2200- 2259   | 10:45 | 10:45 | 9:45  | 9:45  | 9:15  | 9:15  | 9:15  | 8  | 8   |
| 2300- 2359   | 9:45  | 9:45  | 9:15  | 9:15  | 9:15  | 9:15  | 9:15  | 8  | 8   |

*\*NOTE: A Flight Attendant may be scheduled or rescheduled (based on her/his report time) up to the maximum duty limitations in the chart listed above and may be required in actual operations to remain on duty for up to two (2) hours beyond the duty period maximum.*

## **DOMESTIC AND NTI DUTY LIMITATIONS (AUGMENTED CABIN CREW) (Section 11.F)**

A Flight Attendant may be scheduled beyond the limitations specified in Paragraph E., provided the Flight Attendant crew is augmented as follows:

| Report Time (Home Domicile) | Maximum Scheduled Duty Period (hours)** | Scheduled Additional Flight Attendant Above FAR Minimum | Maximum Number 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                                      |

*\*NOTE: The additional Flight Attendant shall be in addition to the LOD/O position, when applicable.*

*\*\*NOTE: A Flight Attendant may be scheduled or rescheduled (based on her/his report time) up to the maximum duty limitations in the chart listed above and may be required in actual operations to remain on duty for up to two (2) hours beyond the duty period maximum.*

## **MINIMUM DAYS OFF (Section 11.H)**

Scheduled for no less than 11 days off but may be waived to less at Flight Attendant option in PBS, ISAP and ETB.

## **MINIMUM DOMICILE REST FOR DOMESTIC AND NTI (Section 11.I)**

Scheduled for no less than 10 hours. At Flight Attendant option rest may be reduced to 8 in actual operation within applicable FARs.

If the FA does not waive domicile rest of 10 hours, she/he is removed from Pairing without pay protection. The FA must initiate the call to Crew Scheduling to be removed. Crew Scheduling initiates such phone call to the FA only when the Domicile Rest is less than 8 hours (FAR illegal). To receive pay protections under this section, the FA must be FAR illegal.

Crew Scheduling will not give the FA the option of being removed if she/he voluntarily schedules less than 10 hours in domicile between two pairings; minimum rest is automatically waived by the FA down to 8 hours.

## **MINIMUM RON FOR DOMESTIC AND NTI (Section 11.J)**

Scheduled for no less than 9+30, Release to Report, but may be reduced to 8 hours in actual operation.

Should a Flight Attendant not receive a minimum rest period of 8 hours then s/he will be considered on-duty with all applicable duty rigs and premiums.

## **FLIGHT SEGMENT LIMITS AND PATTERNS SCHEDULED WITHIN A SEQUENCE (Section 11.K.)**

- Red Eye duty periods may not have more than 2 scheduled flight segments and no more than one scheduled aircraft connection
- Sequences may be constructed with more than one duty period within the same day
- Sequences will be constructed to terminate following operation or deadheading on any flight segment that touches 0300 HDT; may have 1 additional landing or deadhead to domicile if diverted
- Sequences will not exceed 4 days; No more than 30% of 4-day sequences in a domicile

## **DOMESTIC AND NTI ON DUTY ALL-NIGHTER DUTY PERIODS (ODANS) (Section 11.L)**

Includes all pairings consisting of a single, stand-alone duty period, which is not incorporated with any other duty period. ODAN pairings include all of the on-duty hours between 0100-0500 HDT

- Maximum scheduled on-duty period of 14 hours with 15 hours in actual operation.
- Duty period may not contain more than 2 segments
- Each segment may not contain more than 2+30 hours of block time
- May not be scheduled for a break of less than 4 hours or more than 9+29 hours between segments
- Flight Attendants may be rescheduled to fly or deadhead on one additional segment either prior to or following the above listed break.
- If a segment is scheduled with more than 2 hours of block time, an airport hotel will be used for the above listed break.

## **ON BOARD REQUIREMENTS (Section 11.N)**

Flight Attendants will be on board and ready to receive passengers:

- 30 minutes prior to departure for A/C with less than 165 passenger seats
- 35 minutes prior to departure for A/C with 165 or more passenger seats
- 45 minutes prior to departure for all NTI/NIPD departures
- 50 minutes prior to departure for all TI/IPD departures

## **VOLUNTARY WAIVER OF FLIGHT DUTY LIMITATIONS (Section 11.P)**

- At Flight Attendant option, paid, but not credited, at the rate of 1 minute of flight pay for each 2 minutes on duty for the entire duty period, commencing at the duty period's actual report time and ending 15 minutes after the actual block-in, or 30 minutes for international flights. Once a Flight Attendant has volunteered to exceed the maximum duty limitations, she/he will receive the pay specified above, even if the duty limitations are not exceeded.
- Crew Scheduling will contact A Flight Attendant to offer waiver; may require communication with each FA
- Failure to agree to waive duty limitations shall not affect any pay protection

## **CO-PAIRING (Section 11.Q)**

- Flight Attendants will be co-paired with pilots on all TI (IPD) sequences excluding Hawaii
- Flight Attendants need not be co-paired with Pilots on Domestic and NTI (NIPD) sequences
- Once a FA has commenced a sequence (pairing) any violation of the Scheduling, Hours of Service, LOD/O, International or Reserve Sections of this Agreement shall be paid at time and a half for the entire sequence (100% pay and credit and 50% pay no credit)

## **RESERVE**

## **RESERVE LINES (section 12.A)**

- Flight Attendants will use PBS to bid for Reserve line
- Reserve Lines will reflect available duty days (AVL) and days off (Golden Days or Moveable Days)
- AVL duty day will begin at 0000 HDT and end at 2359 HDT, subject to Reserve Availability Periods (RAP)

## **SCHEDULED DAYS FREE OF DUTY (Section 12.B)**

- A Reserve FA will have 11 days off a month: 8 Golden and 3 Moveable days
- Golden Day (GD): Day off which may not be assigned flying unless FA consents to the assignment.

- Moveable Day (MD): Day off into which flying may be assigned in accordance with a strict order of assignment (PRIORITY OF ASSIGNMENT, Section 12.M.)
- A Reserve may bid and be awarded a sequence that originates on an AVL day and returns to domicile on a GD or a MD:
  - The sequence will be paid as pay and credit
  - Bids will be processed in seniority order after all available Reserves
  - Reserve will be deemed to have waived such portion of her/his MD/GD with no reinstatement
  - This election can be for Future or Daily sequence award
- Reserve Flight Attendants may bid for a sequence (pairing) that originates on a GD or MD and terminates on a day off
  - Bids will be processed after all available reserves have been processed
  - Any pay hours shall be paid at pay no credit (above guarantee)
  - This election can be for Future or Daily sequence awards
- If actual operations cause a reserve's duty period to be extended into a GD/MD any hours will be pay no credit (above guarantee).
- If flown into GD/MD by one hour or less, GD/MD will not be restored.
- If flown into GD/MD by more than one hour, GD/MD will be rescheduled.
- Reserve will be released from all duty for the remainder of the day she/he returns to domicile
- A reserve may not be assigned training on a MD or GD unless she/he consents to the assignment

### **TRADING DAYS OFF (Section 12.C)**

- Reserves may trade days off using an ISAP-like system via CATCREW
- As a result of the trade, if one or more GD is placed in front of a MD, the GD will be converted to a MD and the original MD will be converted to a GD; if swap results in a Reserve having more than 8 GDs, one of the GDs will be made a MD

### **RESCHEDULING MOVEABLE/ GOLDEN DAYS (Section 12.D)**

- Reserves will contact Crew Schedule within 48 hours for the reinstatement of a GD or MD if lost in actual operations; FA and Crew Schedule will mutually agree on an alternative day.

### **UNINTERRUPTED DOMICILE REST (Section 12.E)**

- At the end of a RSV sequence, RSV will be considered released from RSV duty to begin legal crew rest. RSV will not be required to contact Crew Schedule during rest
- Crew Schedule may not call for the first 8:30 of rest. If Crew Schedule involuntarily breaks the rest period a new period of 8:30 unbroken rest will begin immediately.
- After rest, RSV will be placed on a full RAP shift unless RSV requests to be placed on RAP with a modified start time, subject to Crew Schedule awarding the modified RAP. Modified RAP will contain the same end time as the originally published RAP.

## **ON PREMISE RESERVE (OPR) (Section 12.F)**

- OPR is Standby duty in uniform at the airport without a specific flight assignment in order to prevent a delay
- Must be legal and available for the number of duty days required for a standby shift. Must also be legal and available for the number of hours times the min day (1 day = 5 hours, etc.).
  - 3 Day Trip or 18 hours
  - 2 Day Trip or 12 hours
- 4 or 6 hour shifts. (3:30 or 5:15 pay)
- May not be assigned OPR more than two times a month unless all available Reserves at a base have been assigned Standby at least two times
- Sequence must depart no later than two hours after standby period
- Pay will be 1 hour of pay for every 1hour and fifteen minutes on duty (1: 1.25) for duty time on standby, and any additional time up to departure of sequence plus full value of the sequence.
- 1:1 pay for boarding duty extended beyond standby shift
- Call out for RSV: 2 hours
- Pairing preferences may be given to Daily Scheduling at the beginning of OPR shift or in a standing bid;
- OPR shifts may be traded on the same day with notification to Crew Scheduling

## **RESERVE AVAILABILITY PERIOD (RAP) (Section 12.G)**

- RAP is the duty period during which a Reserve is available to be called for a trip.
- No more than 3 daily RAPs
- RAPs will published in bid package for following bid period for each base
- RAPs will be 12 hours in duration
- Sequence report time may be no later than 2 hours after the end of the RAP
- Automatically released at end of RAP if no assignment
- Not contactable outside of RAP
- May be assigned an OPR shift that terminates no later than two hours after the end of the RAP
- FAs must acknowledge assignments through automated system at commencement of RAP
- If there are not sufficient Reserves to cover a particular RAP, a Reserve may be assigned to a RAP with less than ten (10) hours between her/his previous RAP

## **MINIMUM RESERVE CALL OUT TIME (Section 12.H)**

- 2 hours to Crew Room
- Reserve may have a primary and secondary contact number

- A cell phone may be used
- If Crew Scheduling encounters a voicemail on the primary number they will leave a message; if a secondary number is listed they will call that number and if voicemail is encountered they will leave a message
- In either case, RSV has 15 minutes to respond from the last call

### **FUTURE RESERVE BIDDING (Section 12.I)**

- Bidding will be via electronic system
- Entered no later than 1500 HDT for sequences that report on or after 0000 HDT the next day
- RSV may bid for specific sequences, OPR shifts or RAPs
- RSV may submit a one-time bid or standing bid

### **FUTURE SCHEDULING AWARD/ASSIGNMENT (Section 12.J)**

- Reserve awards are processed one day prior starting at 1500 HDT
- Open sequences from Unsuccessful Bidders List shall be awarded to reserves, as well as RAP assignments and Standby assignments no later than 1930 HDT through an automated system
- Reserve shall acknowledge assignment prior to 0100 HDT on the day of the assignment, through electronic acknowledgement, automated voice response system or by phone to Crew Scheduling
- If on a sequence, Reserve must acknowledge assignment no later than 1 hour after release
- Reserves grouped according to remaining days of availability.
- Sequences grouped according to number of days the sequence operates
  - CLOSED GROUP: When the number of sequences within group exceed number of RSVs in the corresponding group
  - OPEN GROUP: When the number of sequences within the group are less than number of RSVs in corresponding group
  - RSV may select a TI trip, a pure NTI trip, or a one day pairing equal to or greater than eight (8) block hours. This exception shall not apply during the period of November 15 through January 5.
- Sequences and standby are assigned in seniority order to Reserves within the base
- If grouping becomes closed during this process, Reserves must select a sequence within her/his grouping, except when sequences in higher groups would remain uncovered.
- If the group is open at time of processing, Reserves may opt to Remain on Call (ROC) or accept sequence outside her/his grouping.
- If Flight Attendant opts to ROC:
  - Conditional terms providing all trips and OPR shift are covered by the end of future scheduling processing
  - If all sequences and OPR shifts are covered, Reserve may be assigned a RAP



## **DAILY SCHEDULING AWARD AND ASSIGNMENT (Section 12.K)**

- Sequences that are open after Future Scheduling award or assignment
- Assigned in order of RAP award, then least to most previously assigned daily assignments, then inverse order of seniority by grouping for which the FA belongs to (1-day, 2-day, etc.)

## **AGGRESSIVE RESERVE (Section 12.K.4)**

- A Reserve requesting to be assigned first on AVL days, Moveable Days or Golden Days may electronically indicate placement into “Aggressive Reserve” status. Such election may be made daily, or for the entire month.
- First 40 hours of Aggressive Reserve flying will be pay and credit, credited as month to date hours
- Aggressive hours flown above 40 will not be considered when determining if RSV has met or exceeded monthly cap

## **CALLING OUT OF TIME (Section 12.L)**

- Monthly maximum established for Line holders minus the value of a minimum day
  - Calling out of time for a normal month is 85:01
  - Calling out of time for a flex month is 90:01
  - ETB time does not count toward calling out of time

## **PRIORITY OF ASSIGNMENT (Section 12.M)**

*Sequences that remain open after Future or Daily processing:*

- Out of base Reserves by inverse seniority; out of base Reserve may choose sequence if more than one remains open;
- Reserve on a RAP previously assigned a sequence by Daily (reassignment);
- Legal and available inbound reserves at Crew Schedule’s option;
- Reserves on a MD in inverse seniority;
- Lineholder on days off in inverse seniority order

## **SEQUENCE VERIFICATION AND RESERVE CHECK-IN (Section 12.N)**

- Reserves must acknowledge ROTA awards/assignments by 1930
- However, Reserves on a RAP who get an assignment post RAP start time for the following day will be notified of any pairing reassignment by positive contact at the start of her/his RAP
- Reserves must acknowledge assignments at beginning of RAP
- Reserves may be removed from sequence if they check-in 10 minutes past the scheduled report time

## **ASSIGNMENT INFORMATION (Section 12.O)**

- Reserves will be provided real-time information that allows a Reserve to view Reserve names, seniority numbers, RAP shifts and bids, sorted and displayed by seniority
- All sequence information, including last and current assignments
- Pay and credit
- Days of availability remaining
- Moveable days adjacent to last day of Reserve availability

## **INTERNATIONAL**

### **DEFINITIONS (Section 14.A)**

- International flying is any operating or deadheading outside of the 48 contiguous United States with the exception of the Bahamas, Canada, and Alaska
- Transoceanic International Flying (TI) is any operating or deadheading over the Atlantic, Pacific (excluding Hawaii), Arctic or Indian Oceans except:
  - Operating/Deadheading within North America
  - Operating/Deadheading between North America and Bermuda or Caribbean destinations
  - Operating/Deadheading to/from South America shall be considered TI flying
- Non-Transoceanic International Flying (NTI) is international flying that does not meet the definition of Transoceanic International flying

### **TI DUTY LIMITATIONS (Section 14.D)**

- FA scheduled on TI with duty day of 14 hours or less may be required to remain on duty 18 hours in actual operation. When required to remain on duty over 16 hours in actual operation, FA will receive pay for the entire duty period at the rate of 200% pay including premiums and 100% credit.
- FA scheduled on TI may be scheduled in excess of 14 hours up to 16 hours on duty and may be required to remain on duty up to 18 hours in actual operations with minimum Flight Attendant complement adjusted according to FARs

### **TI/NTI FLYING – REPORT AND RELEASE FROM DUTY (Section 14.E)**

- Report for duty one hour and fifteen minutes prior to scheduled departure
- Release from duty 30 minutes after block-in time of last segment
- If originating flight of a TI sequence is a domestic segment, report time is 1 hour prior to departure
- If terminating flight of a TI sequence is a domestic segment, release time is 15 minutes after block-in

## **TI REST RULES (Section 14.I)**

- Preceding TI flying rest must be at least 14 hours
- Following TI flying rest must be at least 14 hours in domicile
- Rest provisions may be waived only at Flight Attendant's option

## **HAWAII RON REST REQUIREMENT (Section 14.J)**

- Hawaii RON rest must be at least 14 hours, regardless of duty and block times

## **GENERAL (Section 14.N)**

- Crew Rest Seats
  - The "A" FA will coordinate crew breaks
  - FA occupying a crew rest seat is permitted to sleep, eat, watch video, read, etc., during a designated break
  - Parameters for crew rest seats on TI flights more than 7 hours:
    - ◆ Placarded, "For Flight Attendant Crew Rest Only"
    - ◆ Reclining seats with individual reading lights and air vents
    - ◆ Curtained
- Luggage
  - If FA checked luggage is lost or damaged while on an International sequence, revenue passenger lost luggage policy will apply
  - And advance of \$250 will promptly be made available to FA in equivalent foreign currency applicable to the location
  - If luggage is recovered, FA will return advance funds less any amounts expended to replace lost property while such property was lost
- Location Delay Incentive
  - If TI departure is delayed more than 10 hours from scheduled departure, FA shall receive 5 hours pay and credit including premiums in addition to the value of the trip
  - Once the delay is greater than 24 hours, an additional 5 hours, including all premiums, will apply for each 24 hours or fraction thereof
  - Should greater pay protection be provided through Illegal Through No Fault, Last Trip of the Month, or Crew Substitution, the provisions of this paragraph may be waived to accept the greater pay protections

## **LANGUAGE OF DESTINATION/ORIGIN (LOD/O)**

## **STAFFING (Section 15.A)**

- The Company will determine the number of LOD/O Flight attendants needed, by city pair.
- LOD/O Flight Attendants are required to use their language skills on flights requiring

language qualification.

- LOD/O Flight Attendants are not required to use their language skills on flights not requiring language qualification.

### **PBS AWARDS (Section 15.E)**

- LOD/O Transoceanic and non-LOD/O Transoceanic pairings shall be identical.
- To the extent possible, LOD/O NTI and non-LOD/O NTI pairings shall be identical.
- Pairings shall be awarded on a seniority basis in accordance with Section 10.D.14.

### **POST LINE AWARD ADJUSTMENT AND ASSIGNMENT (Section 15.F & G)**

- A LOD/O Lineholder may add or drop any LOD/O or non-LOD/O pairing.
- A LOD/O Reserve must fly only LOD/O pairings until s/he meets the call out time for the month.
- Open LOD/O flying will be processed for LOD/O Flight Attendants before any non-LOD/O open flying.
- LOD/O pairings shall be awarded by seniority in the following order: LOD/O Lineholders, LOD/O Reserves, LIP Flight Attendants, non-LOD/O Flight Attendants.
- LOD/O Reserves shall not be considered for non-LOD/O assignments including OPR until all non-LOD/O Reserves have been used.

### **LANGUAGE INCENTIVE PROGRAM (Section 15.K)**

- A LIP Flight Attendant will not be required to fill a LOD/O position based solely on language skills.
- A LIP Flight Attendant may be awarded a LOD/O position from open time after all LOD/O Flight Attendants have been used.

## **DEADHEADING**

### **DEADHEAD FLYING (Section 16.A through F)**

- Full pay and credit for all deadheading
- Scheduled or actual block time, whichever is greater
- All premiums will apply to the deadhead
- Per Diem applies
- Travel will be Crew Must Ride authorization for all scheduled and non-scheduled deadheads
- Unscheduled deadheads will be on Company or wholly-owned flights unless non-wholly owned flights will arrive sooner
- If pilots placed on non-wholly owned flights the same will be provided for FA
- Only FAR Part 121 scheduled carriers if off-line transportation is necessary
- Deadheading FA must be in uniform or wear normal non-revenue attire

## **DEADHEAD TO FIRST LIVE LEG OF A PAIRING (Section 16.H)**

- A Lineholder scheduled for deadhead on the first leg of a sequence (pairing) may elect to be released and join the sequence at the first live leg
- Notify Crew Scheduling at least 2 hours prior to departure of deadhead
- Notify Crew Scheduling by phone upon arrival at downline station
- Must be ready to receive passengers at designated time
- Pay and credit, Per Diem and duty rig will apply as though FA had flown deadhead
- Contact Crew Scheduling when encountering delays affecting arrival at downline station
- A Reserve may use the provisions of this paragraph if released

## **DEADHEAD TO DOMICILE ON LAST LEG OF PAIRING (Section 16.I)**

- A Lineholder scheduled to deadhead on the last leg of a sequence (pairing) may choose not to deadhead
  - Notify Crew Scheduling prior to scheduled departure of deadhead
  - Pay and credit, Per Diem and duty rig will apply as if FA had flown deadhead
- A Reserve may choose not to deadhead if available for the subsequent Reserve assignment
  - Notify Crew Scheduling prior to scheduled departure of deadhead
  - Pay and credit, Per Diem and duty rig will apply as if FA had flown deadhead
- FA scheduled to work the last leg of a sequence (pairing) may trade with FA scheduled to deadhead on such flight, provided:
  - Both Flight Attendants notify Crew Scheduling, and
  - The flight will not take a delay to accomplish the change
  - Each FA must be legal to accept the trade
  - The FA who was originally scheduled to work the flight will be paid as if she/he had worked the flight
- FA who elects to take an on-line flight other than her/his scheduled deadhead will travel on a space-available basis

## **SURFACE TRANSPORTATION (Section 16.K)**

- FA required to surface deadhead between airports will receive pay and credit for travel time
- In no instance will a FA be paid less time than a pilot for the same airport combination
- Surface deadhead means
  - Company required ground transportation between 2 airports without an intervening layover
  - Company required ground transportation between hotel and airport that is more than 40 miles apart

- Company required transportation between hotel and airport when FA flies into one airport and out of another
- If required to surface deadhead between airports included in Ground Transportation Chart, FA will be paid and credited as provided in chart; See chart in February 2013 Flight Attendant Contract (Red Book)
- For release, report and connection times, surface deadhead will be treated as if it were a flight deadhead
- All premiums and per diem will apply
- FA will not be required to drive a vehicle for surface deadhead
- FA will not be required to surface deadhead with passengers unless no other transportation is available

### **BOARDING PASSES/SEAT ASSIGNMENTS (Section 16.L)**

- Scheduled deadhead boarding passes will be available in advance and made available at gate
- Company will book all deadheads when sequences (pairings) are published
- Company will book aisle and window, reclining seats
- Deadheading FA in uniform or in appropriate attire shall be eligible for upgrade from coach on space-available basis in order of time of check-in
- Priority for first-class upgrade shall be PS2B or equivalent
- In no case will FA have a less favorable boarding priority than other flight crew members
- FA who becomes sick or injured on a sequence will be provided a Crew Movement/ Must Ride travel on first flight to FA domicile or residence at FA option
- If FA is unable to fly, ground transportation will be provided by Company
- To avoid delay or cancellation, Deadheading FA may be required to work the flight; any such assignment will be in inverse seniority order among all deadheading Flight Attendants unless a more senior FA volunteers
- A deadheading Flight Attendant may pre-board the aircraft or board immediately if boarding has commenced. Prior to pre-boarding, a deadheading Flight Attendant shall leave her/his boarding pass with the gate agent. In the event overhead bins are full, a deadheading Flight Attendant in uniform shall have her/his bag(s) valet checked. The bags shall be off loaded before checked baggage and brought to the aircraft door upon arrival. (Section 16.K.4 - JCBA)
- A commuting Flight Attendant in uniform occupying the jumpseat shall secure her/his luggage in an available overhead bin(s). If the luggage cannot be accommodated in the overhead bin(s), the Flight Attendant may valet check her/his crew luggage at the gate. (Section 16.K.4 - JCBA)

### **INJURY ON DUTY (IOD) (Section 27 - JCBA)**

- A Flight Attendant who becomes ill or injured while on duty shall receive Workers' Compensation benefits according to State laws
- Company will pay protect FA for duty period during which illness or IOD occurred

- FA may opt to use sick bank or vacation time to cover trips during Workers' Compensation statutory waiting period by notifying Company
- FA is considered an active employee for all purposes while on any paid medical leave
- For complete information on Salary Continuance please refer to the Collective Bargaining Agreement (contract)

## TRAINING

### **Section 29 - JCBA**

- A Flight Attendant shall not be required to pay for training required or conducted by the Company
- Training periods shall not exceed 9 hours, excluding lunch

### **BIDDING AND ASSIGNMENT (Section 29.D - JCBA)**

- Training shifts will be bid by seniority through an electronic system
  - Training bids due by the 8th of the month preceding base month
  - Training material will be available 2 months prior to base month
  - FA may submit standing bid with training preferences
  - Training dates will be awarded as planned absences in PBS
- If FA does not bid, training will be assigned in seniority order
- Training will not be assigned on a vacation day except at FA's option
- Base month can only be changed by the Company
- FA may attend training during a Leave of Absence if approved in advance
- Travel day for training does not count as a minimum day off; additional day(s) will be granted upon request
- Trips/training conflicts
  - PBS awards will not allow conflicts.
  - If the FA becomes illegal to originate a sequence due to training legalities Illegal Through No Fault will apply.
  - If actual operations cause a Reserve's training day to be extended into her/his Flex Day, Reserve Duty, Section 12.B.3.e, shall apply. If actual operations cause a Reserve's training day to be extended into her/his Golden Day, Reserve Duty, Section 12.B.2.c, shall apply.
  - If through no fault of the Flight Attendant, a Flight Attendant is assigned training which conflicts with her/his assigned sequence the Flight Attendant shall be dropped from the sequence(s) that conflicts with training. The Flight Attendant shall not be obligated to make up the time. Pay protection will not apply.

## **EXPENSES (Section 29.F)**

- FA awarded or assigned Recurrent training away from crew base shall be paid Per Diem for all hours away from crew base; if FA opts to travel from her/his residence, the Per Diem shall be provided as if she/he had traveled from her/his crew base
- FA awarded or assigned training at crew base shall be paid Per Diem for all actual hours in training, excluding Distance Learning
- When a FA travels to another crew base for training, transportation and lodging according to Section 6 – Crew Accommodations applies when:
  - Training is scheduled for two or more consecutive days
  - At FA request, when the combination of travel, deadheading to/from crew base to training, and training exceeds 16 hours including check in and check out
  - If an event beyond the control of the FA, e.g., cancellation, irregular ops, weather, class runs late, extends the combination of travel and training beyond the 16 hour limitation, Company will provide a hotel room

## **DUTY AND REST FOR TRAINING (Section 29.H - JCBA)**

- The combination of deadheading to and from crew base to training and training time will not exceed 16 hours. The duty day will begin with the start of the training class or, if deadheading to training, at check-in for the deadhead flight to training. The 16 hour period will end at the conclusion of training or, if deadheading from training, at the checkout from the deadhead flight.
- Rest will start at checkout from the deadhead flight or the end of training. Rest will end at check-in for the deadhead flight or at the start of training.
  - Minimum crew base rest will apply if the FA flew immediately prior to training or associated with a Reserve assignment\*
  - If the FA is required to deadhead from crew base to training the day prior to training and is required to overnight, she/he shall receive the minimum out of crew base rest prior to training\*\*
  - Minimum crew base rest will apply after the end of training\*\*
  - Minimum crew base rest will apply after checkout from the deadhead flight back to her/his crew base\*\*
  - If FA is required to deadhead back to crew base the day after training, she/he shall receive the minimum out of crew base rest prior to the deadhead flight\*\*

\*A Flight Attendant may elect to reduce this rest to the FAR minimums.

\*\*A Flight Attendant may waive these rest requirements.

- When scheduling a sequence after completing training, if 8 hours rest is not obtained following training, the hours of training are counted as duty time and added to the duty time of the sequence's first duty period. This continuous duty period from the start of training through the end of the sequence cannot be scheduled to exceed 14 hours.



## **MISCELLANEOUS (Section 29.I)**

- A Reserve will not be required to take a trip on the day of training
- 24/7 Rule applies to training shifts; may be waived by FA
- A FA is not required to complete International Service Qualification in order to fly NIPD (NTI)

## **TRAVEL TO AND FROM TRAINING (Section 29.J)**

- FA deadheading for the purpose of out-of-crew base training will travel positive space travel to and from the city where training is conducted
- At the FA's option, this may be from the city in which the FA resides if served by American Airlines if a seat is available; once booked, FA cannot be removed due to over-sale or weight restriction
- IF FA opts to travel from residence, the 16 hour limitation shall be calculated as if the FA traveled from her/his crew base

# **EMPLOYEE ASSISTANCE PROGRAM, PROFESSIONAL STANDARDS, AND DRUG AND ALCOHOL TESTING**

## **DRUG AND ALCOHOL POLICY (Section 33.B - JCBA)**

- Company may require FA to undergo drug and alcohol testing in accordance with AA Policy and/or federal, state, or local regulations
- All alcohol tests and drug tests must be performed in accordance with procedural safeguards under applicable DOT/FAA regulations
- In the event that DOT/FAA no longer requires alcohol testing and/or drug testing and the Company continues to test, the Company will use procedural safeguards no less than those currently in effect under DOT/FAA regulations
- Company shall not require a FA to submit to a random blood or urine test unless legally required

## **DUTY TIME AND REST (Section 33.C - JCBA)**

- FA participating in a drug or alcohol test during the duty period is considered to be on duty during the test
- FA participating in a drug or alcohol test after the completion of a duty period will not be considered on duty during the test
- Rest period will commence 15 minutes after completion of test; if rest is below minimum rest, call Crew Scheduling
- No FA will be required to participate in a drug or alcohol test prior to the commencement of a duty period

## **PAY FOR DRUG AND ALCOHOL TESTING (Section 33.D - JCBA)**

- FA will be paid \$15.00 for each required random drug or alcohol test

## **PROFESSIONAL STANDARDS (Section 33.E - JCBA)**

- If the Company becomes aware of an interpersonal relationship conflict between a Flight Attendants and another employee, the Company may elect to refer the dispute to the APFA EAP Professional Standards Committee
- If referred, the EAP/PS shall have 30 days to resolve the dispute; During this period, Company shall refrain from taking action
- At or before the end of the designated period, EAP/PS shall make a written report stating either, “the problem is resolved,” or, “EAP/PS cannot resolve the matter and cannot be of further assistance.”
- If at the end of the designated period the matter is not resolved, or a written report has not been received, the disputes reverts to the Company for resolution

### **GENERAL**

## **CABIN CLEANING (Section 37.F – JCBA)**

Flight Attendants may be required to complete cabin cleaning duties, as defined in this Paragraph, at every station following flight segments, with the exception of the following:

- a. Transoceanic flight segments;
- b. Non-Transoceanic International (NTI) flight segments;
- c. Flight segments immediately preceding the scheduled RON of the aircraft;
- d. Flight segment scheduled to arrive between 0059 to 0501 local time;
- e. Flight segments scheduled for 1000 statute miles or greater;
- f. Any charter, CRAF or MAC segments

Cabin cleaning duties are defined as and limited to:

- Collecting papers and refuse in the cabin
- Crossing seat belts
- Stowing pillows and blankets in overhead bins and/or seats
- Collecting and stowing magazines
- Tidying of seat pocket and collecting only to the extent of removing items which are visible and accessible without reaching into the pocket
  - FA will not be required to perform cabin cleaning duties after the conclusion of her/his duty day, including the de-brief period
  - Any unfinished cleaning duties shall be the responsibility of the Company
  - No FA will be required to engage in any cabin cleaning duty where doing so violates the scope provisions governing another union employee
  - Ground crew personnel are responsible for loading/stowing catering supplies
  - Ground crew personnel are responsible for stocking/replenishing lavatories while on the ground
  - FAs provided same sanitary wipes/plastic gloves provided to Company cleaners for use on the aircraft

## **COMMUTER POLICY (Section 37.1 - JCBA)**

- FA must designate themselves as commuters with Flight Service via the Company Intranet
- FA must make all reasonable efforts to arrive at crew base at least 1 hour prior to scheduled check-in or beginning of RAP
- If the first scheduled commuting flight cancels or is delayed as a result of weather, mechanical, Company convenience, or the equipment is downgraded within twenty-four (24) hours prior to the scheduled departure,

and

- The subsequent scheduled flight for which she/he is listed for travel cancels as a result of weather, mechanical, Company convenience, equipment downgrades within twenty-four (24) hours prior to the scheduled departure, the flight is delayed for at least thirty (30) minutes, or the flight is full,
- The Flight Attendant must notify Crew Scheduling as soon as possible prior to scheduled check-in
- Notify Crew Scheduling as soon as possible prior to scheduled check-in
- Crew Scheduling will have the option of assigning the commuter to any one of the following:
  - Split the Flight Attendant back on her/his original sequence;
  - Assign the Flight Attendant to any comparable sequence, i.e., same duty days;
  - Release the Flight Attendant from her/his duty and drop her/his original sequence. No pay protection provided

The first 3 Unable to Commute incidents described above will not be treated as dependability infractions as long as the Flight Attendant provides the required supporting documentation from the Reservations system to her/his Flight Service Manager within seven (7) days of the Unable To Commute incident(s).

### **Qualifies Under Commuter Policy**

| First Flight                               | Second Flight                                  |
|--|--|
| Cancellation, Equipment Downgrade or Delay | Cancellation, 30+ minute delay, or Full Flight |

*Example One:* The first flight is canceled and the second flight is full. This does qualify under the Commuter policy.

*Example Two:* The first flight is full and the second flight is canceled. This does not qualify under the Commuter policy because the first flight being full is not sufficient.

A Reserve who is assigned a future sequence following days off or a release assignment will be provided the same protections of the commuter policy if they follow the full provisions.

## **MECHANICAL FERRY FLIGHTS (Section 37.K - JCBA)**

- Should a mechanical ferry flight be approved by Maintenance Control and Captain approves Flight Attendants to fly, FAs will receive pay and credit as if the flight was a revenue flight
- An individual FA may elect not to take the flight and pay will stop where the FA gets off the trip
- FA is entitled to Must-Ride authorization and meal expense back to base
- FA is entitled to hotel accommodation, if applicable
- If FAs are not authorized to go on the ferry flight, the portion not authorized will be paid
- Crew substitution claim may be applicable

## **FIRST LATE CHECK-IN (Section 37.M - JCBA)**

- The first late check-in within a rolling 12 month period will not count for disciplinary purposes

## **IN-FLIGHT REST (Section 37.R - JCBA)**

- When time permits during a flight and all services are completed, FA may take in-flight rest in accordance with the following provisions:
  - FA or Flight Deck Jumpseat
  - Passenger seat – aisle side of last row of Coach provided no passengers are seated in the row; FA must:
    - ◆ Occupy only one seat
    - ◆ Remain awake
    - ◆ Refrain from enclosing seats with blankets or similar items
    - ◆ Use discretion while engaging in personal activities in order to remain available to passengers
  - CSD or Lead FA will coordinate rest to ensure all cabins are monitored
  - If passenger is assigned or requests crew rest seat prior to takeoff, they will be accommodated; if after takeoff on flights of 5 hours or more, passenger will be accommodated at discretion of CSD/Lead FA
- Flights of Less than 5 Hours Scheduled Flying Time
  - In-flight rest period shall not exceed 15 minutes
  - One FA at a time permitted to rest
    - ◆ Rest in FA or FD Jumpseat or passenger seat
    - ◆ FA may eat, drink or read during the designated rest period







