

## **SECTION 12 - RESERVE DUTY**

### **A. RESERVE LINES**

1. Flight Attendants will use PBS to bid for either a regular line of flying or a Reserve line of flying. Reserve lines will reflect available (AVL) duty days and days off (“Golden Days” and “Moveable Days”). A Reserve’s AVL duty day will begin at 0000 home domicile time and end at 2359 home domicile time, subject to the Reserve Availability Periods specified in Paragraph G, below. Flight Attendants holding a Reserve line will be Reserve Flight Attendants (“Reserve(s)”). There will be Reserve line(s) that contain Golden Day(s) on holidays and weekends in each domicile.
2. The Company agrees to consult with and consider recommendations from the Union Reserve Chair regarding Reserve issues.

### **B. SCHEDULED DAYS FREE OF DUTY**

1. A Reserve will be provided scheduled days free of duty as provided for in Section 10, Scheduling. Reserve day off patterns shall conform to the patterns established in Section 10.D.18, Scheduling.
2. Golden Days
  - a. A Reserve may not be assigned flight duty on a Golden Day unless she/he consents to such assignment.
  - b. A Reserve may bid for and be awarded a pairing that originates on an available day and is scheduled to return to the Reserve’s domicile on a Golden Day. Any pay hours for such pairing will be paid as pay and credit. A Reserve may bid for a pairing that originates on her/his Golden Day and terminates on a day off and will be processed for such pairing after all Reserves who are available on such day(s) have been processed. Any pay hours on her/his day off, starting at 0000 of her/his day off, shall be paid as pay no credit. In both such cases, the Reserve shall be deemed to have waived such portion of her/his Golden Day and there shall be no reinstatement of such day.

- i. Future: A Reserve may elect to work on a Golden Day(s) and the Reserve shall make such choice known to Future Crew Scheduling prior to 1500 HDT, concurrent with the beginning of Future Reserve processing. Such election may not be revoked during Future Reserve processing. If not awarded a pairing in Future Processing, the Reserve may, at her/his option, revoke her/his election and have her/his Golden Day(s) reinstated.
- ii. Daily: A Reserve may elect to work on a Golden Day(s) and the Reserve shall make such choice known to Daily Crew Scheduling. If contacted for pairing assignment, she/he must accept such pairing assignment, provided she/he is legal to operate the pairing. Such Reserve may opt to reconsider and protect her/his day(s) off, as long as she/he advises Daily Crew Scheduling prior to being contacted for a Daily pairing assignment.
- c. If actual operations cause a Reserve's duty period to be extended into her/his Golden Day(s), any pay hours on or after 0000 of her/his Golden Day shall be paid at pay no credit. If actual operations cause a Reserve's duty period to be extended for one (1) hour or less into her/his Golden Day(s), such day will not be restored. In addition, if actual operations cause a Reserve's duty period to be extended for more than one (1) hour into her/his Golden Day(s), the options specified in Paragraph D., below, shall apply. The Reserve will be released from all duty for the remainder of the day she/he returns to domicile.

### 3. Moveable Days

- a. A Reserve may be assigned flight duty into a Moveable Day(s) in accordance with the language specified in Paragraphs J. and K., below, and the assignment language in Paragraph M, below. Once an assignment is made on a Moveable Day, a new day off will be scheduled in accordance with Paragraph D., below and the pay associated with the Moveable Day shall be paid as pay and credit. A Reserve may, at her/his option, give up the Moveable Day(s) without reinstatement.
- b. A Reserve who voluntarily picks up a pairing(s) on her/his Moveable Day(s) shall be deemed to have waived such

Moveable Day(s) in accordance with Paragraph B.3.a., above and there shall be no reinstatement.

- c. Other than as specified in Paragraph B.3.a., above, a Moveable Day may not be moved by the Company without the consent of the Reserve.
- d. A Reserve may bid for and be awarded a pairing that originates on an available day and is scheduled to return to the Reserve's domicile during any portion of the Moveable Day. Any pay hours for such pairing will be paid as pay and credit. A Reserve may bid for a pairing that originates on her/his Moveable Day and terminates on a day off and will be processed for such pairing after all Reserves who are available on such day(s) have been processed. Any pay hours on her/his day off, starting at 0000 of her/his day off, shall be paid at pay no credit. In both such cases, the Reserve shall be deemed to have waived such portion of her/his Moveable Day and there shall be no reinstatement of such day.
  - i. Future: A Reserve may elect to work on a Moveable Day and the Reserve shall make such choice known to Future Crew Scheduling prior to 1500 HDT, concurrent with the beginning of Future Reserve processing. Such election may not be revoked during Future Reserve processing. If not awarded a pairing in Future Processing, the Reserve may, at her/his option, revoke her/his election and have her/his Moveable Day reinstated.
  - ii. Daily: A Reserve may elect to work on a Moveable Day. The Reserve shall make such choice known to Daily Crew Scheduling. If contacted for pairing assignment, she/he must accept such pairing assignment, provided she/he is legal to operate the pairing. Such Reserve may opt to reconsider and protect her/his days off, as long as she/he advises Daily Crew Scheduling prior to being contacted for a Daily pairing assignment.
- e. If actual operations cause a Reserve's duty period to be extended into her/his Moveable Day(s), any pay hours on or after 0000 of her/his Moveable Day shall be paid at pay no credit. If actual operations cause a Reserve's duty period to be extended for one (1) hour or less into her/his Moveable Day such day will not be restored. In addition, if actual operations

cause a Reserve's duty period to be extended for more than one (1) hour into her/his Moveable Day(s), the options specified in Paragraph D., below, shall apply. The Reserve will be released from all duty for the remainder of the day she/he returns to domicile.

4. A Reserve may not be assigned training on a Moveable or Golden Day unless she/he consents to such assignment.

### **C. TRADING DAYS OFF**

1. Reserves shall be allowed to trade days off utilizing a system consistent with the ISAP process. Patterns of days off traded must conform to the patterns established in Section 10. D.18, Scheduling.
2. As a result of a trade, if one or more Golden Day(s) is placed in a front of a Moveable Day(s), such Golden Day(s) will be converted to a Moveable Day(s) and the original Moveable Day will be converted to a Golden Day. If the swap would result in a Reserve having more than the number of Golden Day(s) off as provided for in Section 10. D.18.b, Scheduling, one of the Reserve's Golden Day(s) will be converted to a Moveable Day.
3. Reserves may trade days off concurrent with the ISAP bid timeline on a daily basis.
4. Trades must occur within the same bid month.

### **D. RESCHEDULING OF MOVEABLE AND GOLDEN DAYS**

In the event a Reserve has been assigned on a Moveable Day, or the Reserve has worked into a Golden Day or Moveable Day because of actual operations as specified in Paragraphs B.2.c and B.3.e., above, the Reserve and the Company shall mutually agree to the reinstatement of a Golden Day on a different day in that bid period. The Reserve will be required to contact Crew Scheduling for the reinstatement of her/his Golden Day within forty-eight (48) hours of the assignment into such Moveable or Golden Day to mutually agree upon an alternative day. If no agreement is reached, or the Reserve fails to call within forty-eight (48) hours of the assignment into such Moveable or Golden Day, or the Reserve has no more days of availability in the bid period to be converted into a Golden Day, she/he shall receive pay no credit equal to the value of a Reserve day, i.e., minimum reserve guarantee divided by

the number of originally scheduled days in that line that are not Golden or Moveable Days, in lieu of the day(s) off. If the Reserve has no more days of availability in the bid period to be converted to Golden Days, the Reserve may not be utilized on the Moveable Day unless she/he consents to such assignment in which case the pay protections specified in this Paragraph D., shall apply.

#### **E. UNINTERRUPTED DOMICILE REST**

1. Upon check out from a Reserve's pairing, or upon completion of an OPR assignment at her/his home or TDY domicile, she/he shall be considered released from Reserve duty to begin her/his legal domicile rest period. If a Reserve checks in at the airport but does not fly, she/he will resume her/his RAP unless released by Crew Scheduling. A Reserve will not be required to be available for contact by Crew Scheduling during her/his domicile rest as specified in Section 11, Hours of Service.
2. Upon release into such uninterrupted rest period at a home or TDY domicile, a Reserve will not be called by Crew Scheduling for the first eight and one half hours (8:30). In the event a Reserve's first eight and one half hours (8:30) of her/his rest period is involuntarily broken by a Crew Scheduler, she/he shall immediately commence, and be released into, a new eight and one half hours (8:30) of uninterrupted rest.
3. After the Reserve has completed her/his rest, she/he will be placed on a full RAP shift unless the Reserve requests to be placed on a RAP with a modified start time. Crew Scheduling may, but is not required, to award the modified RAP to the Reserve. The modified RAP will contain the same end time as the originally published RAP.

Example: A Reserve originally assigned RAP A completes her/his domicile rest at 0800. She/he will be reassigned to RAP B since she/he will be available for the entire RAP. She/he may request RAP A which has a 0700 start time. If Crew Scheduling agrees to award a modified RAP, the Reserve will commence RAP A at 0800 and end her/his RAP at 1900.

4. At Crew Scheduling's option, at any point a deficit of Reserves exist in a particular RAP, Crew Scheduling may offer the option for Reserves, on a first come, first served basis, to request to be reassigned to the RAP where the deficit exists.

## F. ON PREMISE RESERVE (OPR)

1. An OPR is a Reserve who has been awarded or assigned standby duty in uniform at the airport without a specific flight assignment for the purpose of covering a pairing in order to prevent a delay. An OPR may also be utilized for the purpose of deplaning, boarding or remaining with through passengers on the aircraft.
2. A Reserve awarded or assigned OPR duty must be legal and available for a minimum three (3) duty periods and eighteen (18) hours or be available for a minimum of two (2) duty periods and twelve (12) hours.
3. OPR duty may be awarded or assigned by Future Scheduling or by Daily Scheduling. The number of OPR shifts designated by domicile will be determined by Crew Scheduling.
4. A Reserve may be assigned to either a four (4) or six (6) hour OPR shift. Pay and credit for such shifts shall be as established in Paragraph F.9, below. The scheduled length of the OPR shift must be indicated in the Future Reserve bidding and communicated to the Reserve at the time of the Future or Daily assignment. A Reserve is not required to check-in with the Company at the end of the OPR shift. An OPR who does not receive flight duty shall be released to begin her/his uninterrupted domicile rest at the end of her/his OPR shift.
5. No Reserve may be involuntarily assigned to an OPR shift more than two (2) times in a month, unless all available Reserves at the domicile have been assigned two (2) times.
6. Duty time for an OPR will begin upon scheduled report time at the airport and will continue until released for applicable legal rest as provided in Section 11, Hours of Service. However, if an OPR is awarded or assigned a pairing that checks-in prior to her/his initial report time at the airport, she/he shall begin accruing duty time one (1) hour before a domestic pairing's scheduled departure or one (1) hour and thirty (30) minutes before an international pairing's scheduled departure. If she/he is not assigned a pairing, duty time shall terminate at the end of the OPR shift. If she/he is not assigned a pairing, duty time will terminate when she/he is released at the end of the OPR shift. If she/he is assigned a pairing, duty time will terminate when she/he is released at the end of the duty period for the assigned pairing.

7. In no event shall a combination of OPR and flight duty be scheduled to exceed the duty time limitations of Section 11, Hours of Service or Section 14, International Flying, whichever is applicable.
8. If assigned a pairing, such pairing must be scheduled to depart no later than two (2) hours after the OPR scheduled release time.
9. OPR Pay and Credit
  - a. An OPR who does not fly shall be entitled to three (3) hours and thirty (30) minutes for a shift of four (4) hours or five (5) hours and fifteen (15) minutes for a shift of six (6) hours.
  - b. An OPR who is awarded or assigned a pairing shall receive the scheduled or actual value of the pairing, whichever is greater, in addition to:
    - i. The applicable daily rate (3:30 or 5:15, as applicable) if the check-in time for the pairing is after the OPR shift ends and the applicable duty rig for the period from the end of OPR duty to the commencement of the pairing, or,  

Example:  
A Reserve has an OPR shift from 0700 to 1100. The Reserve is assigned a pairing that departs at 1300. The Flight Attendant would receive 3:30 pay and credit for the OPR shift, 60 minutes of daily duty rig for the period between the end of the OPR shift and the check-in for the pairing, and the full value of the pairing.
    - ii. The applicable OPR daily rate (3:30 or 5:15, as applicable) prorated up until check-in time for the pairing or the time of the assignment, whichever is later, if the check-in time for the pairing is prior to the end of the OPR shift.
  - c. An OPR who is not released at the end of the scheduled OPR shift because of boarding duty that is assigned before the end of the OPR shift and that continue beyond the end of the OPR shift, shall be compensated for the additional time at the rate of one (1) minute of pay and credit for each one (1) minute of duty beyond the end of the scheduled OPR shift.

10. For the purpose of pairing coverage, an OPR, if checked-in or scheduled to be on duty one (1) hour before scheduled departure of an open time pairing, will be utilized for any pairing that becomes available within two (2) hours of scheduled departure or any pairing that remains uncovered within two (2) hours of scheduled departure.
11. A Reserve shall be given no less than two (2) hours' notice to report to the crew room for OPR duty.
12. Boarding duty, if utilized, will be accomplished on a rotating basis, beginning with the most junior OPR. In the event an OPR is assigned to boarding duty and a pairing consistent with her/his preference and seniority becomes available, she/he will be released from boarding duty and replaced by the next most junior OPR.
13. An OPR will not be assigned boarding duty unless the estimated time of arrival of the inbound crew is prior to the end of her/his OPR shift. If the crew does not arrive before the end of the OPR shift, such OPR will be replaced by an oncoming OPR if available. Such OPR will be released after the boarding of that flight and will not be subject to any further boarding duties or flight assignments. An OPR may volunteer, in seniority order, to accept the boarding duties which extend beyond the OPR shift and shall be paid in accordance with Paragraph F.9.c.
14. Duties of an OPR are limited to those assigned to other Flight Attendants.
15. If a Reserve is on OPR, any OPR Daily assignment shall take precedence over any assignment by Future Scheduling.
16. An OPR will contact Daily Scheduling at the commencement of her/his shift to provide her/his pairing preferences. A Reserve may give multiple pairing preferences consistent with the ISAP standing bid functions. All pairings will be offered on the basis of domicile seniority and pre-established preferences among all Flight Attendants on a specific OPR shift. If the pairing's departure commences in more than one OPR shift, the pairing shall be awarded to an OPR from the earlier OPR shift. If a pairing does not meet the preferences of any OPR in the respective shift, such pairing shall be assigned to the most junior OPR on the respective shift who is legal and available for the entire pairing. An OPR shall not be assigned a pairing into her/his Moveable Day(s) unless

she/he is the only OPR available to operate the pairing and Crew Scheduling is unable to split the trip prior to her/his Moveable Day(s).

17. An OPR must be available for immediate contact and assignment while on OPR duty but is not required to be present in the OPR room.
18. A Reserve may trade an OPR shift with another Reserve who has an OPR shift on the same day with notification to Crew Scheduling. Such trade request must occur between the time of the OPR assignment up until 1500 on the day the OPR shift is scheduled, concurrent with Future Reserve Processing for the following day.

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

1. There shall be no more than three (3) RAPs.
2. Crew Scheduling shall publish in the bid package the start times for each RAP for the following bid period by domicile. All RAPs shall begin on the hour. The duty period for each RAP shall be twelve (12) hours. A RAP may not end later than 0300 the following day, e.g., a 1500 to 0300 RAP is permissible, a 1600 to 0400 is not permissible. A Reserve will be automatically released at the end of her/his assigned RAP if she/he is not given an assignment. A Reserve will be released from the last RAP of the day no later than 2359 of her/his last day of availability.
3. A Reserve will not be required to be contactable outside of her/his RAP. A Reserve will be required to be available to accept a duty assignment during her/his twelve (12) hour RAP. The pairing report may be no later than two (2) hours after the end of the RAP. For the purpose of this Paragraph G.3., the report time shall be the same as the crew assigned to the pairing or, if the Reserve is joining a pairing in progress, the known departure time at the time of assignment plus the check-in time (one (1) hour for domestic one and a half (1:30) hours for international). Pairing check-in times will not be shortened in order to make an assignment.

Example:

A Reserve has a RAP 0300 to 1500. The original pairing was PHX-SEA-PHX-LAX-PHX. A Reserve was called out to replace a Flight Attendant on the PHX-LAX-PHX portion. At the time of

the call, the PHX-LAX known departure time was 1805. The Reserve could not be given the assignment since the check-in time would have been at 1705.

4. A Reserve on a RAP may be assigned an OPR shift that terminates no later than two (2) hours after the end of her/his assigned RAP.
5. At her/his option, a Reserve may extend the end of her/his RAP. A Reserve may not add the extension to the beginning of the RAP. Extensions to the beginning of the RAP are subject to Crew Scheduling discretion.

#### **H. MINIMUM RESERVE CALL OUT TIME**

1. A Reserve shall be required to report to the crew room within two (2) hours from the time she/he is notified of a pairing by Crew Scheduling, unless she/he is instructed to proceed to the aircraft. If a Reserve reports to the airport after check-in time for the pairing, she/he shall receive pay and credit for the pairing as if she/he had checked in for the pairing at the same time as the rest of the crew.
2. Former Shuttle Flight Attendants who were based in DCA on the date the Shuttle Fence was removed will be grandfathered for a three (3) hour Reserve report time if they reside outside of the two (2) hour Mainline report time, unless they bid to or are displaced to another domicile.
3. Crew Scheduling shall first attempt to contact a Reserve at the Reserve's primary telephone number. A Reserve may use a cellular phone number as her/his primary telephone number. If a message device is encountered, the Scheduler shall leave a message.
4. If a secondary contact number is provided and Crew Scheduling is unable to contact a Reserve at the Reserve's primary telephone number, the Scheduler shall promptly attempt to contact the Reserve on the secondary contact number. If a message device is encountered, the Scheduler shall leave a message. The Reserve shall have fifteen (15) minutes to respond to Crew Scheduling from the second call if a secondary contact number is provided, or fifteen (15) minutes to respond to Crew Scheduling from the initial call if no secondary contact number is provided.

#### **I. FUTURE RESERVE BIDDING**

1. A Reserve shall utilize an electronic system to submit a daily bid. Such daily bid must be entered into the electronic system no later than 1500 HDT for pairings which report on or after 0000 the next day. The Reserve may indicate that such standing bid which will remain on file within the electronic system. Such bids shall be submitted through the electronic system for the following:
  - a. Specific pairings (not applicable to standing bids);
  - b. Pairing preferences consistent with those available for ISAP;
  - c. Specific OPR shifts;
  - d. Specific RAPs.
2. Crew Scheduling shall utilize the Reserve's standing bid to complete a Reserve award or assignment when a Reserve has not otherwise submitted a daily bid. If a standing bid is not on file and the Reserve fails to submit a daily bid, Crew Scheduling shall assign that Reserve during the processing of Reserve awards.

#### **J. FUTURE SCHEDULING AWARD AND ASSIGNMENT**

1. The intent of this section is to provide an orderly process for covering all pairings and OPR shifts which remain open at the time of future processing subject to the number of reserves who are legal and available to fly. A snapshot of open pairings, OPR shifts and Reserve bids will be taken at the commencement of future processing. Pairings or OPR shifts which remain open after future processing will be assigned according to Paragraph M., below. Other pairings and OPR shifts that subsequently open during future processing will be assigned by Daily Scheduling according to Paragraph K., below.
2. Reserve awards and assignments shall begin one (1) day prior at 1500 HDT. Open pairing positions which have not been awarded from the Unsuccessful Bidders List and which remain open at 1500 HDT shall be awarded to Reserves.
3. For the purposes of determining whether a grouping is Open or Closed, the reference to a pairing as used in this Paragraph J., shall not include OPR shifts.

4. Crew Scheduling shall publish OPR, pairing and RAP assignments for the following day no later than 1930 HDT through an automated system and through a voice response system. A Reserve shall acknowledge the assignment through the automated system or voice response system prior to 0100 HDT on the day of the assignment origination or if on a pairing at 0100, no later than one (1) hour after release.
5. Groupings of pairings and groupings of Reserves shall be established prior to the award or assignment of pairings.
  - a. Reserves shall be grouped according to remaining number of AVL days in her/his current AVL day sequence. Reserves with more than four (4) days of availability will be placed in the four (4) day group.
  - b. Pairings shall be grouped according to number of calendar days each pairing touches. ODAN pairings shall be placed in the two (2) day pairing group.
  - c. If the number of pairings in any pairing group is equal to or exceeds the number of Reserves in the corresponding Reserve group, the group will be considered a “Closed” group. A Reserve group will be considered and referred to as a Closed group until the award or assignment of a pairing from the Closed group causes the number of pairings in that group to fall below the corresponding number of Reserves in the group. If at any time, the number of pairings in any pairing group is less than the number of Reserves in the corresponding group, the group will be considered and referred to as an “Open” Group.

As an exception, a Reserve in a Closed group at the time of processing 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.

As an exception, an Open group will be considered Closed at the point when at a Reserve’s time of processing, if the Reserve’s corresponding grouping is Open and the next highest grouping is Closed, Crew Scheduling shall evaluate the next higher grouping(s) to determine coverage requirements. If the total number of Reserves in the higher

grouping(s) plus those Reserves in the lower grouping with adjacent Moveable Days are greater than the number of pairings in the higher grouping, such Reserve with adjacent Moveable Days may choose a pairing from either her/his respective grouping or the next higher grouping. When the total number of Reserves in the higher grouping plus those Reserves in the lower grouping with adjacent Moveable Days is equal to or less than the number of pairings in the higher grouping, such Reserve with adjacent Moveable Days must choose a pairing from the higher grouping.

Example:

There are two Reserve(s) with two (2) days of availability, one of which has a Moveable Day and is the most senior Reserve, and one Reserve with three (3) days of availability, and three Reserves with four (4) days of availability. There is one two-day pairing, two three-day pairings, and one four-day pairing. The two (2) day Reserve with a MD is not required to take the three-day pairing because the total number of Reserves in the higher groupings (those with three or four days of availability) equals four (4) Reserves, which is greater than the number of pairings in groups three (3) and four (4) (three pairings).

- d. During Future Reserve Processing, Reserve will be given an option to:
  - i. Bid to fly a pairing,
  - ii. Bid for an OPR duty, or
  - iii. Conditionally Remain on Call (ROC) subject to covering all pairings and OPR shifts which remain open at the time of future processing in accordance with J.10., below.
6. Pairings and OPR shifts which remain open after processing the list of Reserves shall be assigned in inverse order of seniority in accordance with Paragraph J.9., below.
7. Pairing and OPR Shift Awards to Reserves on AVL Days:
  - a. Pairings and OPR shifts shall be offered in seniority order to Reserves within the domicile. The most senior Reserve on an AVL day regardless of days of her/his availability grouping shall be processed first.

- b. At the Reserve's time of processing, if the grouping to which the Reserve belongs is Closed, the Reserve must select a pairing from her/his grouping, except as provided for in Paragraph 12.J.8.a.

Example: The fifth (5<sup>th</sup>) Reserve to be processed has three (3) AVL days followed by a Moveable Day. The Reserve belongs to the three (3) day grouping. At the Reserve's time of processing, the grouping to which the Reserve belongs is Closed. The Reserve must select any three (3) day pairing for which they are legal.

- c. At the Reserve's time of processing, if the grouping to which the Reserve belongs is Open, subject to Paragraph J.5.c., she/he may ROC. Such election shall be conditional and shall not become final until all remaining pairings and OPR shifts are awarded or assigned.
- d. At the Reserve's time of processing, if the grouping to which the Reserve belongs is Open, subject to Paragraph J.5.c., the Reserve may select a pairing from her/his respective grouping or a different grouping, conditionally ROC pursuant to Paragraph J.10., below, or select an OPR shift. Such pairing may overlap the same or fewer days than the Reserve's scheduled AVL days. If such Reserve opts to choose a pairing from another group, the Reserve may select from any group. The choice to operate a pairing with fewer days than the Reserve has available:
  - i. Shall not subsequently cause another Reserve to be flown into a Moveable Day,
  - ii. Shall not cause a pairing to be split.

8. Pairing awards to Reserves into one (1) or more days off:

- a. A Reserve may bid to voluntarily work into one or more days off.
  - i. If at the time of processing the grouping to which the Reserve requests to join is closed, she/he will be processed according to Paragraph 12.J.5.c.

- ii. If at the time of processing the grouping to which the Reserve requests to join is open, she/he will not be awarded the requested pairing into her/his day off and will be processed in seniority order in her/his own grouping.
  - b. Days off on which Reserves voluntarily operate shall not be reinstated.
9. Pairing Assignment to Reserves into one (1) or more Moveable Days:
- a. A Reserve may be assigned a pairing by Future Scheduling into her/his Moveable Day consistent with this Paragraph and Section 10.G.4, Scheduling (Reserve use of ETB).
  - b. At a Reserve's time of processing, if the Reserve's corresponding grouping is Open and the next highest grouping(s) is Closed, a Reserve may be assigned into one (1) or more Moveable Days according to Paragraph J.5.c., above.
10. Remain on Call ( ROC )
- a. At a Reserve's time of processing, the choice to ROC:
    - i. Shall not subsequently cause another Reserve to be flown into an Moveable day,
    - ii. Shall not cause a pairing to be split.
  - b. At a Reserve's time of processing, a Reserve may elect to ROC. However,
    - i. the Reserve may subsequently be assigned a pairing or OPR shift, after more junior Reserves not legal to operate pairing(s) have been processed.
    - ii. the Reserve who is afforded the option to ROC may be assigned a remaining pairing or OPR shift in the event that a more junior Reserve becomes unavailable during processing (e.g., sick, daily assignment).
    - iii. such remaining pairings and OPR shifts will be assigned to the most junior Reserves consistent with their

preferences and seniority, while protecting Moveable days.

Example: Ten (10) Reserves were allowed to ROC in the initial run. Due to legality issues, two (2) pairings and one (1) OPR shift remain to be assigned after the initial run is processed. The pairings and OPR shifts will be assigned to three (3) most junior remaining Reserves, starting with the third most junior's preferences.

- c. Once a Reserve elects to ROC, the number of available Reserves in the grouping shall be reduced by one (1). A Reserve's election to ROC may cause a grouping to become Closed.
  - d. At a Reserve's time of processing, a Reserve who belongs to a Closed grouping may not ROC.
  - e. A Reserve who ROCs shall be awarded a RAP pursuant to this Paragraph, and shall only be assigned a pairing which reports within her/his RAP as specified in Paragraph K, Daily Scheduling.
11. A Reserve awarded or assigned a pairing from Future Scheduling shall be required to complete her/his Reserve duty (OPR/RAP or pairing) for the current day. At Crew Scheduling's discretion, a Reserve may be released from her/his current RAP. At the conclusion of her/his current day assignment, she/he shall be released until the report time of the RAP or Future Assignment the following day. Such Reserve shall be processed according to the rules specified in Paragraph K.2., unless she/he indicates to Crew Scheduling she/he wishes to be assigned a pairing according to the regular Daily Processing rules.

## 12. RAP Awards

After all pairings and OPR shifts have been assigned, the remaining Reserves, including those that elected to ROC, will be assigned as follows:

- a. Crew Scheduling shall determine a minimum and maximum number of Reserves, if any, to assign to each RAP for the following day. The total Reserves assigned shall be equal to the number of Reserves available.

- b. Reserves to be assigned to a RAP shall be placed in groupings based on their days of availability. Such groupings shall be established for one (1) day of availability, two (2) days of availability, three (3) days of availability and four (4) or more days of availability.
- c. Reserves will be assigned to a RAP in seniority order within the days of availability groupings utilizing the Reserve's daily and standing bid, provided the Reserve is legal and available for the entire RAP, except as provided in Paragraph E.3., above. The choice of RAPS within that grouping for a senior Flight Attendant may not preclude a more junior Reserve from receiving ten (10) hours between RAPs. However, 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.

### 13. Pairing Splits

- a. In the event that the number of pairings in any pairing group exceeds the number of Reserves in that group, Crew Scheduling may elect to split a pairing(s) to balance the number of Reserves and pairings within a grouping.
- b. In the event that Crew Scheduling elects to split pairings for Reserve processing, such pairings shall be split prior to the beginning of or during the Future and Daily Reserve award process for Reserve assignment or award.

## K. DAILY SCHEDULING AWARD AND ASSIGNMENT

### 1. General

- a. Pairings which open during or after the Future Scheduling Award and Assignment Process 1500 HDT one (1) day prior, and which report during the current or following day, shall be assigned according to this Paragraph K.
- b. Release from Duty

Daily (Next Day Assignment) - A Reserve assigned a RAP for the next day, shall complete his/her current day's RAP assignment. If the Reserve receives an assignment within

her/his RAP for the next day, she/he shall be released from the next day's RAP until report time of such assignment. However, in the case of irregular operations as declared by the Director of Crew Scheduling or her/his designee, the Reserve shall not be released from the next day's RAP and will be responsible to be available for possible reassignment during his/her RAP.

Daily (Day Of Assignment) – A Reserve on a RAP for the current day shall be released from her/his RAP until the report time of an assigned pairing/OPR duty at the time of such assignment. However, in the case of irregular operations as declared by the Director of Crew Scheduling or her/his designee, the Reserve shall not be released from her/his RAP and will be responsible to be available for possible reassignment during her/his RAP.

- c. An open OPR shift shall be treated the same as a pairing for the purpose of Daily Awards and Assignments. Open pairing positions and OPR shifts which are covered by this Paragraph K. shall be assigned as soon as possible after such position opens. Flight Attendants not on a RAP when assigned shall be notified of such assignment at the start of the RAP. A Flight Attendant shall not be called during the period of 0000 to 0500 HDT unless the departure is within three (3) hours or unless necessary to prevent a delay.
- d. Groupings of pairings and groupings of Reserves shall be established for the purposes of assigning pairings. All Reserves shall be grouped according to remaining number of AVL days in her/his current AVL day sequence. Reserves with more than four (4) days of availability will be placed in the four (4) day group. Reserves not legal for all AVL days shall be placed in the group for which pairings they are legal to operate.
- e. Groupings of Reserves on AVL days shall be ordered as follows:
  - i. RAP award.
  - ii. Least to most number of previous daily assignments as specified in Paragraph K.5., below,

- iii. Then inverse seniority.
- f. If a pairing is legal for more than one (1) RAP, Crew Scheduling shall assign the pairing as follows:
- i. A Reserve in the earlier RAP according to K.2.b-e.
  - ii. A Reserve on a later RAP provided according to K.2.b-e.
  - iii. A Reserve in the earlier RAP according to K.2.f-g.
  - iv. A Reserve in the later RAP according to K.2.f-g.
  - v. A Reserve on the earlier RAP according to K.2.h-j.
  - vi. A Reserve on the later RAP according to K.2.h.-j.
  - vii. K.2.k.
2. For pairings which are open more than two (2) hours prior to scheduled departure, Crew Scheduling shall assign such pairing in the following order subject to the provisions of Paragraph K.1., above:
- a. Lineholders on the Unsuccessful Bidder's list pursuant to Paragraph F.4.b., Section 10, Scheduling.
  - b. "Aggressive Reserves" on AVL days from the most senior to the most junior who are legal to operate the pairing in its entirety and provided the pairing matches the Aggressive Reserve's list of preference as specified in Paragraph K.4.d., below. An Aggressive Reserve called by Daily Scheduling during the Daily Reserve Assignment process shall be required to accept any pairing which meets her/his list of preferences.
  - c. Reserves on a RAP from the same grouping who are legal to operate the pairing in its entirety according to the priority established in Paragraph K.1.e., above.
  - d. Reserves on a RAP from the next highest grouping according to the priority established in Paragraph K.1.e., above.

- e. With Crew Scheduling consent, “Aggressive Reserves” on a RAP who indicate a desire to work on or be assigned into a Moveable Day(s) or Golden Day(s) provided the pairing matches the Aggressive Reserve’s list of preference as specified in Paragraph K.4.d., below.
  - f. A Reserve on a RAP holding a Future assignment for the following day who can operate the pairing in its entirety. Such Future assignment will be dropped.
  - g. Reserves on a RAP from any grouping who must work into one (1) Moveable Day. Such pairing shall be assigned according to the priority established in Paragraph K.1.e., above.
  - h. Reserves on a RAP from any grouping who must work on two (2) or more Moveable Days. Such pairing shall be assigned according to the priority established in Paragraph K.1.e., above.
  - i. Reserves on a RAP from any grouping who must work into one (1) Moveable Day and holds an ETB pairing on her/his Moveable Day. Such ETB pairing will be dropped and there will be no pay protection for the ETB pairing. Such pairing assignment shall be assigned according to the priority established in Paragraph K.1.e., above.
  - j. A LOD/O Reserve as specified in Section 15, LOD/O.
  - k. Pairings or OPR shifts which remain open after daily processing will be assigned according Paragraph M., below.
3. For pairings which open or remain open within two (2) hours prior to scheduled departure, Crew Scheduling shall assign such pairings in the following order of assignment:
- a. An on-premise Reserve (OPR) if checked-in, or scheduled to be on duty and checked-in at least one (1) hour prior to departure according to the parameters of Paragraph F.
  - b. If no OPR is available, the order of assignment as specified in Paragraph K.2.b.-j., above. If a greater delay of a flight would be realized by using the provisions of Paragraph K.2, above,

Crew Scheduling may cover such flights by assigning an OPR if one is scheduled to be on duty at the time of departure.

- c. Crew Scheduling will assign pairings as specified in Paragraph K.2.b.-j., above, or Paragraph M., below, such assignments will be awarded to the first positive contact with a Flight Attendant. Although the fifteen (15) minute response time is still in effect, Crew Scheduling will not be required to wait for a return call and will continue processing until positive contact is made.
- d. If the pairing continues to remain open, such assignment will be processed according to the parameters of Paragraph M., below.

#### 4. Aggressive Reserve Status

- a. 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.
- b. Once a Reserve reaches forty (40) hours of pay and credit in a month, any hours flown on Aggressive Reserve status above the forty (40) hours shall not be credited when determining if the Reserve has met or exceeded the monthly pay cap.
- c. Credited hours will be calculated based on a Reserve’s month-to-date hours credited to the minute, including credit associated with, but not limited to flight time, sick, vacation, jury duty, bereavement, AFA business, deadhead, etc. Pay-No-Credit hours, ETB pairing time, etc., shall not be considered when calculating credited hours. Credited hours shall be updated at 0000 of each day to reflect all hours credited to that time.
- d. Aggressive Reserves may indicate conditional status for pairings with the following parameters. Such parameters shall not be considered if the Aggressive Reserve would be the next Reserve to be assigned in accordance with Paragraph K.2., above:
  - i. Minimum notification time from assignment to departure.

- ii. Pairing preferences consistent with those available in ISAP.
- iii. The Moveable or Golden Days on which the Reserve is available.
- iv. Avoid or Desire OPR shifts.
- v. Contactable during uninterrupted rest.
- vi. The RAP(s) for which the Reserve is available.

5. ASG Indicator

- a. Each Reserve assigned to a pairing will be credited with an ASG code. Such code will be credited to a Reserve once for each calendar day assigned by Daily Scheduling, except:
  - i. Aggressive Reserves assigned to a pairing by Daily Scheduling shall not be credited with an ASG code for such assignment.
  - ii. After receiving the ASG credit the Reserve is unable to report for the assigned pairing.
- b. The ASG code will be applied during the month in which the assigned pairing originates.

**L. CALLING OUT OF TIME**

The monthly maximum for Reserves will be consistent with the monthly maximum established for Lineholders in each domicile. A Reserve will not be required to accept an assignment that would result in her/him exceeding the monthly maximum. A Reserve shall not be required to be on call once she/he has reached the monthly maximum less the value of a variable minimum day and will be released from any obligation to remain on call for the remainder of the month. At the time of processing, Crew Scheduling will allow a Reserve to ROC or to accept the pairing and exceed the monthly maximum or at Crew Scheduling's discretion, split a pairing to allow a Reserve to reach the monthly maximum. As specified in Paragraph K.4.b., pay and credit hours awarded or assigned while in Aggressive Reserve status shall not

be credited when determining if the Reserve has met or exceeded the monthly cap.

## M. PRIORITY OF ASSIGNMENT

The intent of this section is to provide an orderly process for covering all pairings and OPR shifts which remain open after future or daily processing. The priority of assignment will be as follows:

1. Out-of-base Reserves, in accordance with inverse seniority, avoiding conflicts with Golden Days and vacation days and, when possible, with Moveable Days. An out-of-base Reserve so assigned may choose which pairing she/he will be assigned if more than one pairing remains open at the time of assignment.
2. A Reserve on a RAP who was previously assigned a pairing by Daily may be reassigned according to Paragraph K.2.f., of this Section and Paragraph J.4., and 5., Section 10, Scheduling
  - a. Reserves will be assigned in the following manner:
    - i. Awarding the earliest departure to the least senior Reserve whose previously assigned pairing reports at 1200 or later and who is available to fly the pairing in its entirety, or
    - ii. If no Reserve is available to take the pairing in its entirety without creating a conflict with her/his Moveable Days, the pairing will be assigned in inverse seniority order such that disruption of Moveable Days is minimized.
  - b. A Previously Assigned Unreleased Available for Duty Reserve who previously volunteered to take an assignment on AVL days that continues into her/his MD or GD shall not be reassigned unless there are no other Reserves available to take such a trip, but in no case will she/he be reassigned into her/his GD(s).
  - c. A Reserve who voluntarily makes herself/himself available on days free from duty (MD and or GD) to Future or Daily Scheduling for a pairing that originates on a MD or GD shall not be reassigned.
  - d. A Reserve who is awarded or assigned a different pairing(s) of a lesser value shall be pay protected to the published value of

such originally awarded or assigned pairing. To be eligible for such pay protection, such Reserve must remain available for duty for all of the duty periods covered by the originally awarded or assigned pairing.

3. At the option of Crew Scheduling, to legal and available inbound Reserves;
4. A Reserve on a Moveable Day in inverse seniority order.
5. An available Co-Fly participant holding a seniority number on the System Seniority List, if any, provided that Co-Fly participants may only be assigned to cover an FAA mandated position.
6. A Lineholder on days off in inverse seniority order. The following limitations, in addition to those in Section 11, Hours of Service shall, apply:
  - a. A Lineholder shall not be involuntarily assigned while on vacation or on groupings of days off that touch a vacation period.
  - b. A Lineholder shall not be involuntarily assigned more than twice per bid period.
  - c. Crew Scheduling shall only use a Lineholder's contact numbers when calling to make an involuntary assignment.
  - d. If the involuntary assignment causes the Flight Attendant's line to be projected over her/his ISAP bidding credit window and there is not a trip(s) or segment(s) occurring after the involuntary assignment which could be dropped to bring her/his line projection into the ISAP bidding credit window, the Flight Attendant may refuse the involuntary assignment. A Flight Attendant who is involuntarily assigned a trip will have the option of flying her/his pairing(s) later in the month and exceeding the ISAP bidding credit window, splitting a later pairing of the Flight Attendant's choice off at a point at or below the monthly maximum pursuant to 10.M.1. and M.2., or dropping a later trip of the Flight Attendant's choice.

#### **N. PAIRING VERIFICATION AND RESERVE CHECK-IN**

1. Each time a Reserve logs into the crew tracking system, that Reserve shall be required to electronically acknowledge all changes to that Reserve's line in the current bid period and the next bid period, if applicable, before proceeding to any other function in the crew tracking system.
2. A Reserve shall be required to check her/his future assignment as specified in Paragraph J.4., above.
3. Daily assignments occurring between 1930-0100 for the following day will be added to the Crew Scheduling system and will require the Reserve to electronically acknowledge such assignment. However, Reserves who have already acknowledged an assignment between 1930-0100 for the following day will be notified of any pairing reassignment by positive contact.
4. Daily assignments occurring after 0100 to a Reserve for the same day will be made by positive contact. A Flight Attendant shall not be called during the period of 0000 to 0500 HDT unless the departure is within three (3) hours or unless necessary to prevent a delay.
5. If a Reserve fails to acknowledge an assignment(s) as required, Crew Scheduling may remove the Reserve from the affected pairing. In that case, the Reserve shall forfeit all pay and credit associated with the pairing.
6. If a Reserve has not checked-in for a pairing by ten (10) minutes past the scheduled report time, Crew Scheduling may remove the Reserve from the affected pairing. In that case, the Reserve shall forfeit all pay and credit associated with the pairing.

#### **O. ASSIGNMENT INFORMATION**

The Company shall provide a Reserve access to an electronic reserve status system providing real-time information that allows a Reserve to view the following. The system shall run continuously in the crew tracking system and be accessible through the Internet.

1. Reserve's name, seniority number, reserve availability shift and bids, which shall be sorted and displayed by seniority;
2. Date, pairing number, pairing credit and release time of last assignment;

3. Date, pairing number, pairing credit and release time of current assignment;
4. Date, pairing number, and time current pairing was assigned by Crew Scheduling;
5. Total bid period-to-date earned pay and credit and bid period projected pay and credit;
6. Days of availability remaining; and,
7. Number of Moveable Days off adjacent to last day of reserve availability.

**P. NOT LEGAL TO FLY (NFL) DAYS**

If as a result of unscheduled conflicts that would cause a Flight Attendant to remain on duty/on call for seven (7) consecutive calendar days or more without twenty-four (24) consecutive hours free from all restraint or duty, an NFL Day will be scheduled on the day following the termination of the assignment.

**Q. MONTH TO MONTH INTEGRATION**

1. Reserve to Lineholder

If an assignment of a pairing which continues from one month into the next is necessary, she/he shall operate such pairing in its entirety. Such Reserve shall not be assigned a pairing until after the point in the Reserve order of assignment language in which Reserves have been assigned pairings into Moveable Days. Such Reserve will be pay protected for any flight time lost, if applicable, as a result of operating the continuation of such pairing. If an assignment of a pairing in the current month causes an illegality for a pairing in the subsequent month, pay protection provided for consistent with Illegal Through No Fault shall apply.

2. Lineholder to Reserve

A transition pairing awarded during PBS, ISAP, or ETB which overlaps Moveable or Golden days in the subsequent month shall be paid as pay no credit and such days off shall not be restored. A transition pairing awarded during PBS, ISAP, or ETB which

overlaps available days in the subsequent month shall be paid as pay and credit. If such pairing has been awarded prior to PBS, the Flight Attendant shall be able to elect during the PBS bid whether to treat the trip as AVL or days off.

## **R. GENERAL**

1. When an award or assignment is given to a Reserve, Crew Scheduling will identify the published pairing number. If it is an unpublished pairing, the Reserve will be notified of the entire pairing, including routing, duty time, credit, pairing number(s), aircraft type(s), report time and release time. If the layover hotel is different from the normally scheduled hotel, the Reserve will also be notified of the contact number and any special transportation arrangements.
2. All times in this Section are local domicile time unless otherwise specified.

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