

- e. Once awarded by PBS, TTS, Daily Scheduling or ETB, each Flight Attendant will be obligated to all sequences in her/his line.
  - i. The Flight Attendant shall be responsible for all self-initiated changes to her/his schedule.
  - ii. If a Flight Attendant fails to check-in for a sequence within ten (10) minutes past the scheduled report time, Crew Schedule may remove the Flight Attendant from the sequence without pay protection. However, if a Flight Attendant arrives at the aircraft with sufficient time to change the manifest, Crew Schedule will allow the Flight Attendant to fly the sequence even if a Standby Reserve has been assigned.

## 2. Over Projection and Under Projection

- a. TTS or Daily Scheduling transactions must result in a projected credited time value within the bidding credit window, however in the event that actual accumulated credit, plus future scheduled activity results in a credit projection above or below the bidding credit window, TTS or Daily Scheduling may be used to adjust such over or under projection.
- b. When over projected, TTS or Daily Scheduling transactions may result in a projected credited time value higher than the bidding credit window, however until projected credited time is within the bidding window, each TTS or Daily Scheduling award must be equal to or reduce the Flight Attendant's projected credited time.
- c. When under projected, TTS or Daily Scheduling transactions may result in a projected credited time value lower than the bidding credit window, however until projected credited time is within the bidding window, each TTS or Daily Scheduling award is equal to or increases the Flight Attendant's projected credited time.

## 3. Involuntary Over Projection

- a. If due to circumstances beyond the control of the Flight Attendant, her/his projected credited time exceeds the bidding credit window, the Flight Attendant may utilize TTS or Daily Scheduling to reduce her/his projection or, if not, fly over the monthly maximum and be paid as specified in Paragraph O.3.b. In order to reduce her/his projection to her/his applicable monthly maximum, Daily Scheduling and the Flight Attendant shall mutually agree on the sequence(s) to be dropped, with the understanding that coverage requirements may dictate which portion or sequence will be given up to adjust projected time. In the event the only sequences remaining to be dropped are sequences that touch a protected holiday and the Flight Attendant's last trip of the month, the protected holiday sequence will be maintained on the Flight Attendant's schedule.
- b. If by the end of the month, a Flight Attendant does not utilize TTS or Daily Scheduling to reduce their projection to within the bidding credit window, payment for such excess time will be made on the fifteenth (15<sup>th</sup>) day of the following month.

## **P. LAST LIVE LEG**

A Lineholder or a Reserve released into a day off or on a day off, or released for a future sequence assignment may fly another Flight Attendant's last live leg for her/him provided all parties adhere to the following:

1. A Flight Attendant swapping onto the flight segment must ascertain that her/his name appears on the flight plan;

2. Any Flight Attendant swapping onto a flight segment must inform Crew Schedule in advance of such swap and provide the names of the Flight Attendants involved. A Flight Attendant swap shall not create a delay in passenger boarding or departure;
3. A Flight Attendant swapping onto the flight must be legal to do so. In the event the last live leg is followed by a deadhead, the Flight Attendant swapping onto the live leg must also be legal for the deadhead leg. In the event the deadhead leg becomes a live working segment, the replacement Flight Attendant would be required to work such segment and must be legal to do so. It will be the individual Flight Attendant's responsibility to ascertain that the swap and her/his own sequence, if applicable, will be in compliance with all applicable FARs. e.g., the combination cannot exceed the Flight Attendant FARs or the combination cannot trigger a compensatory rest violation on the replacement Flight Attendant's sequence. A Flight Attendant accepting a last live leg waives her/his duty and block limitations and rest requirements up to the Flight Attendant FARs;
4. No pay protection will be provided should the Flight Attendant become illegal for her/his own sequence.

#### **Q. STAFFING**

1. The Company will pay understaffing pay for each segment identified as needing an additional position(s) if such position is not covered in accordance with the pre-determined parameters. An aircraft lacking one (1) or more Flight Attendant(s) in accordance with the parameters established by the Company will result in the payment of understaffing on the understaffed segment(s) as specified in Compensation, Section 3.
2. The current published staffing guidelines, effective November 9, 2014, shall be used to determine the number of bid positions and the total number of Flight Attendants who will be assigned to flights with variable manning. Thereafter, the Company may establish, at its discretion and from time to time, new staffing formulas. These formulas shall be made available to Flight Attendants, and APFA shall be notified of a change forty-five (45) days prior to implementation of the new formula. Staffing formulas shall specify increments based on the type of equipment, level of service, flying time and passenger load, as determined by the Company.
3. While it is understood that the Company shall have discretion in changing staffing or service levels, the APFA shall be afforded a safeguard against the Company abusing that discretion. Accordingly, APFA shall have the right to file a Presidential Grievance if the Company abuses its discretion by assigning an unreasonable workload to Flight Attendants.
4. The APFA shall have three (3) months from date of implementation of a change in staffing or service level to file a Presidential grievance which shall be processed in accordance with the Presidential grievance procedures set forth in the Collective Bargaining Agreement.

#### **R. TELEPHONE RECORDING AND RULES**

1. All telephone conversations between Flight Attendants and Crew Schedule, with the exception of Managers and above, involving scheduling matters shall be recorded.
2. The phone recording system will provide a method of indication of the time, date of the call and the number called. Such recordings shall be kept for ninety (90) days and shall be made accessible to each National Scheduling Chair or her/his designee on a need to know basis. In the event of a dispute, the tapes will be kept until the dispute is settled.
3. If, for any reason, a recorded conversation is missing, erased or is otherwise inaudible, a prompt review of the incident in question will be made by the Director of Crew Schedule or