

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

her/his designee upon written request from the respective National Scheduling Chair. If the gap in any recording or the content of the missing information cannot substantiate the Company's position, then the affected Flight Attendant shall receive the benefit of the doubt.

4. Upon being notified by a representative of the Union that a recording needs to be retrieved, and the date, approximate time, and scheduler's name is provided, the Company shall forward the recording to the Union within five (5) business days.
5. Flight Attendant phone numbers and schedule information will not be given out by Crew Schedule unless the Flight Attendant has given specific authority to do so. However, APFA emergency numbers, as provided by the Union for this purpose, will be made available on request.
6. When calling a Flight Attendant, Crew Schedule employees must identify themselves by Company and department to the person answering the telephone.
7. Recordings will be reviewed when a complaint or concern is raised by either the Flight Attendant or scheduling. The Company shall retain the recordings for a period of ninety (90) days. Either party may request retention of a relevant recording associated with contractual issues relating to pay, planning, or scheduling or issues relating to the Company's policy against harassment and/or discrimination beyond the ninety (90) day period. Such recording(s) will be retained until both parties agree that the specific issue has been resolved. When an issue is identified by either party, the recording may be reviewed by a representative of both the Company and the APFA. Recordings, transcripts, copies, or information obtained from a recorded conversation may not be used in any disciplinary proceeding or process.

S. FLIGHT ATTENDANT POSITIONS

Flight Attendant shall be able to bid and be awarded by position in PBS, TTS, and ETB. A Flight Attendant may not be displaced from her/his awarded or assigned position on her/his sequence regardless of how she/he acquired the position (e.g., PBS, ETB, TTS, Reserve processing), except as provided for in International Flying, Section 14.L.1.e. A Flight Attendant on a flight who requests a position upgrade on the TTS Unsuccessful Bidders list to another position on the same flight, will receive the position upgrade prior to a Reserve being assigned the position as specified in accordance with Paragraph F.6.

T. CREW SCHEDULE ERRORS – DOUBLE COVERED POSITIONS

1. When a Lineholder is awarded a sequence from the monthly bid awards, TTS, ETB, Daily Schedule, but at check-in time is not listed in her/his awarded position, she/he may not be forced off the sequence. When a Reserve is awarded a sequence from the ETB or Daily Schedule and signs in for the sequence, but at check-in time is not listed in her/his awarded position, she/he may not be forced off the sequence.
2. The Flight Attendant who was awarded/acquired the sequence first shall have priority to work the trip. The opportunity to be released as a result of a Crew Schedule error will be determined by System Seniority.
3. A claim for the first duty period, or first two (2) duty periods if applicable, will apply (or three (3) if the sequence checks in too late for the Lineholder to bid in that day's TTS). The affected Lineholder's pay for the remainder of the double covered sequence shall be protected if she/he goes on to the Unsuccessful bidders List to be made whole by requesting a "like" sequence(s), i.e., comparable check-in/out times, number of days, Domestic for Domestic, IPD for IPD, and NIPD for NIPD.