

subsequent 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 sequences (not applicable to standing bids);
  - b. Sequence preferences consistent with those available for TTS;
  - c. Specific Standby shifts;
  - d. Specific RAPs.
2. Crew Schedule 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 Schedule 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 sequences and Standby shifts which remain open at the time of future processing subject to the number of Reserves who are legal and available to fly. If Crew Schedule determines an operational need due to insufficient Reserve coverage in a particular crew base, sequences may be redistributed to another crew base(s). A snapshot of open sequences, Standby shifts and Reserve bids will be taken at the commencement of future processing. Sequences or Standby shifts which remain open after future processing will be assigned according to Paragraph M. Other sequences and Standby shifts that subsequently open during future processing will be assigned by Daily Scheduling according to Paragraph K.
2. Reserve awards and assignments shall begin one (1) day prior at 1700 HBT. Open sequence positions which have not been awarded from the Unsuccessful Bidders List and which remain open at 1700 HBT shall be awarded to Reserves.
3. For the purposes of determining whether a grouping is Open or Closed, the reference to a sequence as used in Paragraph J, shall not include Standby shifts.
4. Crew Schedule shall publish Standby, sequence, and RAP assignments for the following day for sequences which report on or after 0200 HBT the next day through and including sequences that report until 0159 HBT the subsequent day no later than 1800 HBT through an automated system. A Reserve shall acknowledge the assignment through the automated system, which may include a voice response system prior to 2100 HBT. If the Reserve is on a sequence and unavailable to contact the automated system prior to 2100 HBT, she/he will be responsible for reviewing and acknowledging her/his assignment through the automated system, which may include a voice response system no later than one (1) hour after release.
5. Groupings of sequences and groupings of Reserves shall be established prior to the award or assignment of sequences.
  - a. Reserves shall be grouped according to remaining number of RSV days in her/his current RSV day sequence. Reserves with more than four (4) days of availability will be placed in the four (4) day group.
  - b. Sequences shall be grouped according to number of calendar days each sequence touches. ODAN sequences shall be placed in the two (2) day sequence group.

- c. If the number of sequences in any sequence 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 sequence from the Closed group causes the number of sequences in that group to fall below the corresponding number of Reserves in the group. If at any time, the number of sequences in any sequence 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 an IPD trip, a pure NIPD trip, or a one (1) day sequence greater than eight (8) hours and fifty-nine (59) minutes block. This exception shall not apply during the period of November 15<sup>th</sup> through January 5<sup>th</sup>.

As an exception, an Open group will be considered Closed at the point when at a Reserve's time of processing, sequences in higher groups would, at the end of processing, remain uncovered. In such case a Reserve may be awarded or assigned to work on Flex days.

**Example:**

There are two (2) Reserve(s) with two (2) days of availability (one of which has a Flex Day and is the most senior Reserve), and one (1) Reserve with three (3) days of availability, and three (3) Reserves with four (4) days of availability. All Reserves are legal for all sequences. There is one (1) two-day sequence, two (2) three-day sequences, and one (1) four-day sequence.

- d. A two-day Reserve with a Flex Day is not required to take the three-day sequence because the total number of Reserves in the higher groupings (those with three (3) or four (4) days of availability) equals four (4) Reserves, which is greater than the number of sequences in groups three (3) and four (4) (three (3) sequences).
  - e. During Future Reserve Processing, Reserve will be given an option to:
    - i. Bid to fly a sequence;
    - ii. Bid for a Standby duty; or
    - iii. Conditionally Remain on Call (ROC) subject to covering all sequences and Standby shifts which remain open at the time of future processing in accordance with Paragraph J.10.
6. Sequences and Standby shifts which remain open after processing the list of Reserves shall be assigned in inverse order of seniority in accordance with Paragraph J.9.
7. Sequence and Standby Shift Awards to Reserves on RSV Days
- a. Sequences and Standby shifts shall be offered in seniority order to Reserves within the base. The most senior Reserve on an RSV 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 sequence from her/his grouping, except when sequences in higher groups would, at the end of processing, remain uncovered. In such case a Reserve may be awarded a sequence from a higher grouping.

- c. At the Reserve's time of processing, if the grouping to which the Reserve belongs is Open, subject to Paragraph J.7.d, she/he may ROC. Such election shall be conditional and shall not become final until all remaining sequences and Standby 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 sequence from her/his respective grouping or a different grouping, conditionally ROC pursuant to Paragraph J.10, or select a Standby shift. Such sequence may overlap the same or fewer days than the Reserve's scheduled RSV days. If such Reserve opts to choose a sequence from another group, the Reserve may select from any group. The choice to operate a sequence with fewer days than the Reserve has available:
    - i. Shall not subsequently cause another Reserve to be flown into a Flex Day;
    - ii. Shall not cause a sequence to be split;
    - iii. Shall not cause a sequence to remain uncovered.
8. Sequence Awards to Reserves into One (1) or More Days Off
- a. A Reserve may bid to voluntarily work into one (1) 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 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 sequence 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. Sequence Assignment to Reserves into One (1) or More Flex Days
- a. A Reserve may be assigned a sequence by Future Scheduling into her/his Flex Day consistent with this Section and Paragraph 12.M.4.
  - 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 Flex Days according to Paragraph J.5.c.
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 a Flex Day;
    - ii. Shall not cause a sequence to be split;
    - iii. Shall not cause a sequence to remain uncovered.
  - b. At a Reserve's time of processing, a Reserve may elect to ROC. However:
    - i. the Reserve may subsequently be assigned a sequence or Standby shift, after more junior Reserves not legal to operate sequence(s) have been processed;

- ii. the Reserve who is afforded the option to ROC may be assigned a remaining sequence or Standby shift in the event that a more junior Reserve becomes unavailable during processing (e.g., sick, daily assignment);
- iii. such remaining sequences and Standby shifts will be assigned to the most junior Reserves consistent with their preferences and seniority, while protecting Flex Days.

Example: Ten (10) Reserves were allowed to ROC in the initial run. Due to legality issues, two (2) sequences and one (1) Standby shift remain to be assigned after the initial run is processed. The sequences and Standby 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 sequence which reports within her/his RAP as specified in Paragraph K.
11. A Reserve awarded or assigned a sequence from Future Scheduling shall be required to complete her/his Reserve duty (Standby/RAP or sequence) for the current day. At Crew Schedule'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 Schedule she/he wishes to be assigned a sequence according to the regular Daily Processing rules.

## 12. RAP Awards

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

- a. Crew Schedule 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.4. The choice of RAPs within that grouping for a senior Flight Attendant may not preclude a more junior Reserve from receiving eleven (11) 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 eleven (11) hours between her/his previous RAP.

### 13. Sequence Splits

- a. In the event that the number of sequences in any sequence group exceeds the number of Reserves in that group, Crew Schedule may elect to split a sequence(s) to balance the number of Reserves and sequences within a grouping.
- b. In the event that Crew Schedule elects to split sequences for Reserve processing, such sequences 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. Sequences which open during or after the Future Scheduling Award and Assignment Process 1700 HBT one (1) day prior, and which report during the current or following day, shall be assigned according to Paragraph K.

- b. Release from Duty

Daily (Next Day Assignment) – A Reserve assigned a RAP for the next day, shall complete her/his 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 Schedule 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 her/his 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 sequence/Standby duty at the time of such assignment. However, in the case of irregular operations as declared by the Director of Crew Schedule 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 Standby shift shall be treated the same as a sequence for the purpose of Daily Awards and Assignments. Open sequence positions and Standby shifts which are covered by this Paragraph K shall be assigned as soon as possible after such position opens. Flight Attendants may be assigned sequences or Standby shifts that report within a RAP prior to the start of the RAP. At the commencement of a RAP, Flight Attendants are responsible for reviewing and acknowledging all assignments through the automated system. A Flight Attendant shall not be called during the period of 0000 to 0500 HBT unless the departure is within three (3) hours or unless necessary to prevent a delay.
- d. Groupings of sequences and groupings of Reserves shall be established for the purposes of assigning sequences. All Reserves shall be grouped according to remaining number of RSV days in her/his current RSV 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 RSV days shall be placed in the group for which sequences they are legal to operate.
- e. Groupings of Reserves on RSV days shall be ordered as follows:
  - i. RAP award;