

# ROTD TROUBLE SHOOTING GUIDE

## ROTD

### RAPs

The JCBA (12.G.2) states: *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 sequence report may be no later than two (2) hours after the end of the RAP.*

Crew Scheduling *should not* call you before your RAP begins; however, the Contract does not prohibit them from doing so. If they call you before your RAP begins, you are not required to answer or return the call.

The sequence report time of an assignment may be no later than 2-hours after your RAP ends, but Crew Scheduling must call you with the assignment during your 12-hour RAP.

You are released at the end of your RAP, if unassigned. If your RAP precedes a day off (FD/GD), the RAP will end no later than 2359.

Contact Crew Scheduling If you would like to extend the end time of your RAP. RAP extensions cannot overlap your next scheduled RAP. To remove your RAP extension request, contact Crew Scheduling.

### ROTD Awards/Assignments

The ROTD system awards/assigns sequences that remain open after they have run through UBL. You can view the time the assignment was made by clicking your underlined employee number in the ROTD Daily Process Results.

#### ROTD - Daily Process: Results ⓘ

Base :	Date :									
DFW	Monday, June 29, 2020	<a href="#">View Report</a>								
Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result	Contract #
15030	<u>111111</u>	Jenner, Kris	3		24414/29	0920/29	02	3	Assign	12K2c

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### ROTD - Daily Process: Results by Run Time ⓘ

Base : DFW Date : Monday, June 29, 2020 [View Report](#)

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
15030	111111	Jenner, Kris	3		24414/29	0920/29	02	3	Assign

Only display result  Run Date / Time Category Result

<input type="text" value="0739/29"/>	Non-Speaker	Scheduled	<a href="#">Additional Details</a>
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Crew Scheduling must call to advise you of an assignment within your RAP. After speaking with Crew Scheduling, **you have two (2) hours (three (3) hours in co-terminal bases) to report for an assignment.** Your report time may be after the sequence report time; however, your duty day begins at the report time of the sequence.

#### Late Report

If due to a late notification of an assignment, your report time is after the scheduled sequence report time, a late report (LR) automatically generates. A message is sent to the Base, excusing the LR. Check your My View/HI10M after a “short call” to ensure the LR is removed. Follow up with your FSM if the LR is not removed/excused.

If you arrive within the allotted 2 (3) hours following notification, but the aircraft doors have closed, the assignment is removed from your schedule, and you are returned to your original RAP.

If assigned to another sequence during your RAP, your duty day starts at the report time of the originally assigned sequence

If unassigned, Crew Scheduling will add a RPT sequence and callout pay when your RAP ends. When a RPT sequence is added to your schedule, legal rest must follow. The legal rest period (12 hours) begins at the release time of the RPT sequence. If your next assignment is a RAP, the RAP start time will be modified.

ASG clicks are automatically removed by FOS when an assignment is removed. Contact a Scheduling SOD to have the ASG clicks restored.

#### 12.K.2.b Aggressive Reserves

Aggressive Reserves have placed a bid in ROTD. They are processed within their RAP before non-Aggressive Reserves, in seniority order. If a sequence falls within two (2) RAPs, ROTD awards to the earlier RAP first.

Aggressive Reserves wishing to fly into or on FD/GDs, are processed after Aggressive Reserves on a RAP. A Reserve opting to fly into a FD/GD waives the day off (will not be reinstated).

Once a Reserve reaches 40 hours in their PROJ, aggressive hours do not count towards calling out of time.

### Acknowledgments

#### ROTD Assignment/Award after ROTA, prior to start of RAP

Reserves are required to check for assignments/awards at the start of their RAP. An acknowledgment box populates on Crew Portal and CCI when an assignment/award is made. The acknowledgement button remains active for 14 hours. If the acknowledgment box is not showing at the start of your RAP, Crew Scheduling may give you a courtesy call to advise you of your assignment.

#### Order of Assignment (12.K.1.f) (12.K.2) (12.K.3)

The Reserve Systems (ROTA / ROTD) capture open sequences after they have run through UBL.

If a sequence is legal for more than one (1) RAP, it is assigned to the earliest RAP first, following the order of assignment in 12.K.2. b-e:

1. Awards to Aggressive Reserves on available days (12K2b)
2. Assign to Reserves in the Grouping (12K2c)
3. Assign to Reserves in the next highest grouping (12K2d)

Sequences open more than two (2) hours prior to **scheduled departure time** (three (3) hours in co-terminal bases) are run through ROTD.

After running through UBL, sequences that remain open are awarded/assigned to Reserves through ROTD in the following order:

- \* Award to Aggressive Reserves within the RAP the sequence reports, in seniority order. If the sequence reports within two (2) RAPs, it is awarded to the earlier RAP first (12K2b)
- \* Assign Reserves on a RAP within the Grouping. If the sequence falls within two (2) RAPs, the earliest RAP is assigned first. Reserves are listed in each RAP by Grouping- least to most ASG clicks, in inverse seniority order (12K2c)
  - ASG clicks indicate the number of times a Reserve has been assigned a sequence in ROTD, or while on Standby. One (1) ASG click is given for each calendar day in the sequence. Aggressive awards and ROTA assignments do not receive ASG clicks
- \* Assign a Reserve from the next highest grouping of available days (12K2d)

Repeat above with the later RAP

- \* Aggressive Reserves who bid to Fly into FD/GD, followed by Aggressive Reserves on FD/GD (12K2e)
  - An Aggressive Reserve not assigned a RAP in ROTA will be assigned the earliest legal RAP that matches the Aggressive bid
- \* Reserves on a RAP who hold a future assignment through ROTA (future assignment is dropped) (12K2f)

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- \* Reserves on a RAP assigned into one (1) FD (12K2g)
- \* Reserves on a RAP assigned into two (2) or more FD (12K2h)
- \* Reserve on a RAP assigned into one (1) FD, holding an ETB sequence (ETB sequence is dropped, pay protection does not apply) (12K2h)
- \* If a sequence cannot be covered through the above steps, the trip is processed through POTA, 12.M (12K2j)

Sequences that open within two (2) hours of scheduled departure time (three (3) hours in co-terminal bases) are assigned to Standby Reserves according to 12.K.3.

If there are no Standby Reserves legal and available for the assignment, Crew Scheduling follows the steps in 12.K.2 (above), delaying the flight if necessary.

### Reports

The ROTD reports update following each ROTD run.

#### ROTD Daily Process Results

This report lists the Reserves awarded/assigned, including the JCBA step used to make assignments.

#### Daily Callout Report

There are three (3) subcategories to this report: Assignment Sequence, Assignment Standby, Aggressive.

*The Assignment Sequence* report uses ASG clicks to determine the order of the assignment. ASG clicks are given for ROTD assignments only. ROTA assignments will not receive ASG clicks.

### Daily Callout Report

Tuesday, June 30, 2020

The screenshot shows a web interface for generating a report. It includes three dropdown menus: 'Base' set to 'DFW', 'Date' set to 'Monday, June 29, 2020', and 'Report' with a dropdown menu open showing options: 'Aggressive', 'Assignment Sequence', and 'Assignment Standby'. A blue 'View Report' button is located to the right of the 'Report' dropdown. A copyright notice '© 2017 American' is visible at the bottom of the interface.

ROTD processes available Reserves based Groupings/ASG clicks within each RAP. Grouping/ASG clicks are recalculated after each ROTD run; therefore, it is possible for the Reserve's Grouping or ASG clicks to change during the day.

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The information on the Daily Callout Report reflects the order of assignment under 12K2c, which considers *Reserves on a RAP from the same grouping who are legal to operate the sequence in its entirety*.

Example: FA Walsh is good for 4 days; today, tomorrow and the following 2 days. If a future assignment is given starting tomorrow, Walsh is no longer able to operate a 4-day sequence in its entirety. He is no longer considered good for 4 days but instead 1 day.

Walsh starts out on the Daily Call Out Report in the 4-day group until the future assignment is scheduled, at which time he is displayed in the 1-day grouping.

Walsh may also be processed under 12K2f, which considers *A Reserve on a RAP holding a Future assignment for the following day who can operate the sequence in its entirety*. In this case, as the future assignment will ultimately be dropped, Walsh is once again considered to be a 4 day.

### Assignment Standby

JCBA 12.F.5 No Reserve may be involuntarily assigned to a Standby shift more than two (2) times in a month, unless all available Reserves at the base have been assigned two (2) times.

Standby shifts require a minimum number of available days. All Reserves available for the minimum number of days required are legal and assigned, in inverse seniority order, based on previous standby assignments. If a standby shift falls within two (2) RAPs, the Reserves in both RAPs are legal and grouped together.

Zero (0) and one (1) previous standby assignments are separated on the Assignment Standby report, but are grouped together (less than 2 previous standby assignments) in the assignment process.

Base: 
Date: 
Report: 
[View Report](#)

RAP	GRP	SBY	Sen	Callout	Begin	End	FA	Name	COI	Speaker	Result	Report	Pos	History
A	1	0	145						7600		UNAVAILABLE			
A	1	1	123						6515		UNAVAILABLE			
A	1	1	134						5015		UNAVAILABLE			
A	1	2	119						5002		UNAVAILABLE			
A	1	2	121						3242	SP	UNAVAILABLE			

### Assignment Sequence

The callout order is not exact. RSVCOI and time of the ROTD run can change the actual order.

- A 10-hour 2-day sequence opens. Ellie's RSVCOI is 82.02. She is skipped for the assignment because it will put her over 90 hours.

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- ROTD runs at 1530. Domestic sequence 24312, with a report time of 2130, has 2 open positions. ROTD assigns these to Hunter and Charles. Stephanie is ahead of them on the list but is a speaker and cannot be assigned a non-speaker sequence until her RAP begins.

*Unavailable* indicates the Reserve was not available for an assignment in the ROTD run. Reserves may show as unavailable if their RAP has ended; they are on a sequence assigned in a previous RAP; they are on legal rest; they are released from their RAP (i.e., sick, PO)

### Daily Callout Report

Base : 
Date : 
Report: 
View Report

RAP	GRP	ASG	Sen	Callout	Begin	End	FA	Name	COT	Speaker	Result	Report	Pos	History
A	2	1		1	0200/30	1400/30			4700					
A	2	3			0200/30	1400/30			3159		UNAVAILABLE			
A	2	4			0200/30	1400/30			3922		STBY/6	0530/30		
A	2	5			0200/30	1400/30			5900		STBY/6	0530/30		
A	2	7		2	0200/30	1400/30		ELLIE	8202					
B	2	0		1	0600/30	1800/30			1545	SP				
B	2	0		2	0600/30	1800/30			1545	SRPO				
B	2	2			0600/30	1800/30			3226	PO	UNAVAILABLE			
B	2	2			0600/30	1800/30			6702		STBY/6	1030/30		
B	2	4		3	0600/30	1800/30			4459					
D	2	2		1	1600/30	0400/01		HUNTER	6903					
D	2	2		2	1600/30	0400/01		STEPHANIE	2545	ITFRSP				
D	2	7		3	1600/30	0400/01		CHARLES	5109					

### Aggressive Report

The Aggressive Report lists the order of callout for Reserves with *Future and Standing Aggressive bids*. An Aggressive Reserve can only be awarded a trip he/she bid for in the Daily (or Standing, if daily bid not present) Aggressive bid.

### Assignments into FD/GD

You cannot be assigned into a GD. Before assigning you into a FD, ROTD must assign all Reserves on available days and Aggressive Reserves. You cannot be assigned into a FD (and may refuse the assignment) if there are no days of availability where the FD can be restored. *If you choose to accept the assignment, you will receive the value of the reserve day above guarantee (PNC).*

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## Assignments into 1 or more FD

Pay associated with an *assignment* into a FD is pay and credit. You may have the day off restored on a mutually agreed upon date or receive the daily Reserve rate above guarantee (pay no credit). Contact Crew Scheduling within 48 hours of your return.

The JCBA step used to make assignments is indicated on the ROTD Daily Process Report.

### ROTD - Daily Process: Results ⓘ

Base : PHL Date : Wednesday, July 1, 2020 [View Report](#)

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result	Contract #
			1		26350/01	0950/01	02	1	Assign	12K2c
			1		26145/01	1530/01	01	1	Assign	12K2c
			1		31563/01	1705/01	03	2	Assign	12K2g
			1		31534/01	0554/01	01	1	Assign	12K2c
			1		26350/01	0950/01	02	1	Assign	12K2c
			1		31538/01	0554/01	03	1	Assign	12K2c

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## Actual Operations into a FD/GD

If actual operations cause your assignment to extend into a FD/GD, all associated hours are paid above guarantee (pay no credit). This will show as Overfly Reduction on your HI1 and calculated separately on your paycheck. If the assignment returns more than an hour into your FD/GD, you may have the day off restored at a mutually agreed upon date. If you do not have the day off reinstated, you will receive the Reserve Daily rate, in addition to all hours flown on the FD/GD paid above guarantee (PNC). Contact Crew Scheduling within 48 hours of your return.

## Carry-Overs

### 12.Q ROTD

#### Month to Month Integration

1. Reserve to Lineholder

*If an assignment of a sequence which continues from one month into the next is necessary, she/he shall operate such sequence in its entirety. Such Reserve shall not be assigned a **sequence\*** until after the point in the Reserve order of assignment language in which Reserves have been assigned sequences into Flex Days.*

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Assign Reserve-Reserve Flight Attendants

Assign Reserve-Lineholder with no Conflicts in LH month

Assign Reserve-Lineholder with Conflict in LH month

**\*Reserves cannot be assigned a Standby Shift which takes them into a FD/GD.**

12.Q assignments are subject to the Cumulative Duty Limits found in JCBA Section 11 Hours of Service.

A Reserve may not be scheduled over 35 block hours in 7 consecutive days (unless waived)

A Lineholder may not be scheduled over 30 block hours in 7 consecutive days (unless waived)

### **Lineholder to Reserve Carry-Over into a VLOA**

If you have a Lineholder trip that carries into a Reserve VLOA, VLOA days are added immediately following the sequence. If the carry-over is removed from your schedule (drop or cancellation), the underlying days revert to RSV days. You must contact Crew Scheduling before the ROTA run to have the days recoded to VL.