

ROTA TROUBLE SHOOTING GUIDE

ROTA

Logic

ROTA uses the steps below to schedule sequences and standby shifts. The Logic Details tab indicates the step used. It also shows the type of bid used (Future, Standing Future Bid or No Bid), and if any waivers were applied.

Bid Details	Logic Details	RAP Details
Bid Type Used: Future Bid	Waivers Applied: None	
ROTA Step		Result
1	Award/Assign: Speaker Sequences to Speaker Reserves	
2	Award: Speaker to Pick-up on FD/GD Reserves	
3	Award/Assign: Sequences to Available Reserves and Speaker Reserves	Award
4	Assign: Standby to Available Reserves	
5	Award: Sequence/Standby to Pick-up on FD/GD Reserves	

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During these steps, ROTA processes sequences and standby shifts in seniority order. After all sequences and standby shifts are scheduled, ROTA processes RAPs.

ROTA will exclude any sequence not previously run through UBL.

Groupings

Reserves are grouped according to their days of availability. Sequences are grouped by the number of calendar days the sequence touches.

Groupings can open and close many times throughout the ROTA process:

A grouping is open when there are more Reserves than sequences *at the time the Reserve is processed*. If your grouping is open, you can be awarded outside of your grouping, or be allowed to ROC*

A grouping is closed when there are more sequences than reserves *at the time the Reserve is processed*. If your grouping is closed, you will be scheduled to a sequence within your grouping (awarded or assigned). If you include a ROC bid, you may be allowed to ROC*

ROTA processes in seniority order. When ROTA reaches your seniority, you will be scheduled (awarded or assigned) a sequence or allowed to ROC, if not required coverage*

****See Bidding, ROC (Remain on Call)***

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A Reserve in a closed grouping may be awarded a sequence in a higher grouping, if the higher grouping is closed.

A Reserve may be awarded a sequence from a lower grouping when junior Reserves are available to cover open sequences in his/her grouping, without forcing a Reserve to work a day off.

ROTA processes in seniority order, so a more senior Reserve may be assigned a sequence bid by a more junior Reserve. ROTA awards/assigns in the same step; if a grouping is closed and a senior Flight Attendant must be assigned, ROTA will choose from all the open sequences. The junior Reserve's bids will not be considered until ROTA processes his/her seniority

Exception

A Reserve may be awarded a sequence outside of his/her grouping if it is an IPD, pure NIPD, or 1-day sequence with greater than 8.59 block hours, providing the award does not force another Reserve into a day off.

This exception does not apply between 15 November and 5 January.

Awards and Assignments

Review your ROTA Award/Assignment, go to Reports > ROTA Future Process and click on your employee number. This brings you to your individually results. It opens to the Bid Details tab. Only the sequences you bid for that were open in the ROTA run will populate. Using the carrots will expand your bids and give the results of each of your bids. If scheduled to a RAP, the RAP Details tab provides the legalities for all the Reserves in your grouping and the RAP assignments.

**See example of RAP Details Tab under Waive 11 Hours Between RAPs" section below*

ROTA-Future Process: Individual FA Results ⓘ

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
14530	576494	VALDIVIA, CHARLES	4+		10758/02	0730/02	01	2	Award

Bid Details	Logic Details	RAP Details
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Bid Type Used: No Bid used - Speaker Waivers Applied: None ⓘ

Bid Name	Dep St	Seq/Orig Dt	Report	Pos	# Days	Lang	RON	Result	Reason
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Bid Type Used: Future Bid - Non Speaker Waivers Applied: None

✓ Bid Name	Dep St	Seq/Orig Dt	Report	Pos	# Days	Lang	RON	Result	Reason
 spec									View Bid >
		10761/02	0820/02	03	3		BOS-DFW-		Violation: Already Awarded to FA of seniority 11226.
 spec								Award	View Bid >
		10758/02	0730/02	01	2		SAT-	Award	Awarded Sequence

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ROTA assigns sequences in seniority order. The assignment properties include:

- Legality checks
- Maximize coverage
- Maximize sequence days assigned (assignments within your grouping)
- Minimize days off used (assignments to a higher Grouping)
- Ensure seniors work less (assigned highest hours, least number of days)

If all things are equal, the earliest departure time is assigned first.

Standby shifts are assigned in inverse seniority order, using the assignment properties above and previous standby assignments.

Example: 2 open Standby Shifts, 0600 and 1000 3 FAs unassigned

	Seniority	Assignment
FA Christie	21212	Assigned 0600 Standby, minimum 3-days <i>1 previous Standby Assignment. Is Legal and Available</i>
FA Arnette	21220	Not assigned Standby <i>Already assigned Standby 2x (JCBA 12.F.5)</i>
FA Oswald	21300	Assigned 1000 Standby, minimum 2-days <i>On HBR until 0700. Not legal for 0600 Standby</i>

Bidding

Daily (Future) and Standing Bids

Daily bids – Bids for a specific date. Daily bids override standing bids. Once you place a daily bid, your standing bid will not be considered. You may enter daily bids up to 7-days in advance of the ROTA run.

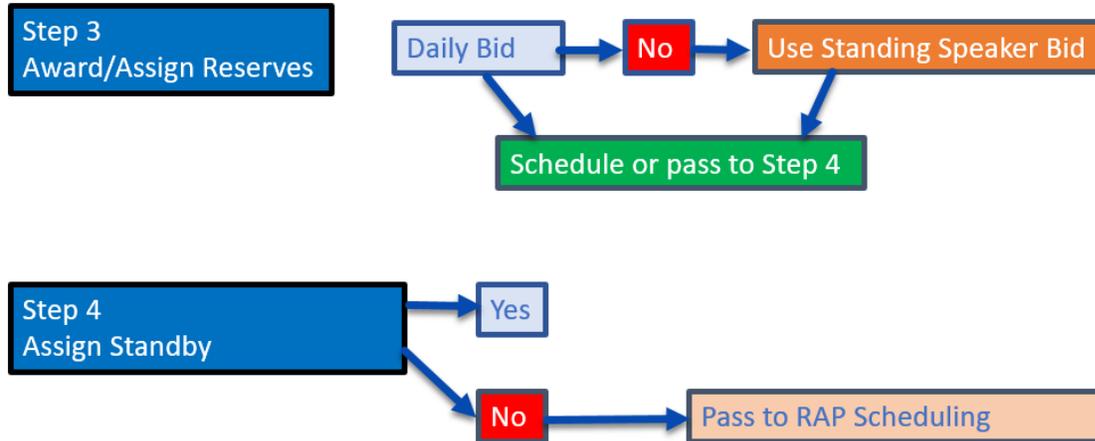
Standing bids – remain in the system until you remove them. Daily bids entered for a specific date override standing bids on that date.

ROTA will only consider a Daily bid or a Standing bid. Your Standing bid is only used when a Daily bid is not present. If RAP preferences are the only item in your Daily bid and Standing bids are present, ROTA will use your Standing bids.

***Speakers have additional steps. See *Speakers* for additional information**

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Daily vs Standing Bids



RAPs

Regardless of where you rank your RAP bid, it will not be considered until all sequences and standby shifts have been assigned. If you prefer to hold a RAP over the sequences listed on your bid, include ROC to rank this option.

After all sequences and standby shifts have been scheduled, ROTA schedules the unassigned Reserves to RAPs. ROTA defaults to A, B, C, D, if RAP preferences are not included in your bid. Previously we recommended placing your RAP preferences in your standing bid to prevent being scheduled to a modified RAP. With the recent addition of the Allow Modified RAP waiver, this is no longer necessary. ROTA will not schedule you to a modified RAP unless the Modified RAP waiver is checked.

ROC (Remain on Call)

If your preference is to be scheduled to a RAP (the last scheduling step), you should include ROC in your bids. ROTA processes your bids, including ROC, according to your ranked preferences. A ROC bid is a request to be skipped during the Award/Assign Sequences step. You can ROC if your grouping is open, or when junior reserves are available in higher groupings.

*ROTA only awards once. If awarded ROC, your ballot is complete. If your seniority requires you to be assigned a standby shift in Step 4, ROTA will not look at your bids to see if a Standby shift was included.

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Bid Name/Description	Orig Dt	Bid Item	P
1/14/20	14Jan	Remain on Call	
1/14/20	14Jan	Generic Sequence	
1/14/20	14Jan	Standby	
1/14/20	14Jan	RAP	

RAP Distribution

After building the next month’s sequences, Manpower Planning sends the percentage of Reserves required in each Grouping/RAP to Crew Scheduling. The number of Reserves assigned to each RAP is based on these percentages. Below is a generic example of the charts used to determine the number of Reserves required for each RAP.

2 Days	RAP A	RAP B	RAP C	RAP D	3 Days	RAP A	RAP B	RAP C	RAP D
NSP	35%	25%	25%	15%	NSP	35%	15%	35%	15%
GE	0	0	0	0	GE	0	0	50%	50%
FR	0	0	0	0	FR	0	0	0	0
SP	50%	50%	0	0	SP	30%	30%	25%	15%
CC	0	0	0	0	CC	0	0	0	100%
CM	0	0	0	0	CM	0	0	50%	50%

Waivers

Allow Modified RAP

If you would like to be awarded a modified RAP following a sequence or standby assignment, use the *Allow Modified RAP Award* waiver. A modified RAP award is at Crew Scheduling discretion. They will not modify a RAP if the start time is more than 3 hours into the RAP. This waiver only applies with sequence or standby to RAP. It does not modify 11 hours between RAPs. If you would like a RAP with less than 11 hours, use the *Waive 11 hours Between RAPs* waiver.

⊖ Future Bids (ROTA)

ⓘ Award Waivers : Chosen waivers will apply to all specific and generic bids

Waive 35/7
 Waive Home Base Rest
 Award into FD/GD
 Allow Multiple Sequence Award

Waive 11 Hours between RAPs
 Allow Modified RAP Award

If actual operations provide less than 12 hours rest between an assignment and your legally assigned RAP, your RAP will be adjusted to begin 1 minute after your required rest. Contact Crew Scheduling within 1-hour of release if you would like to be moved to the next full legal RAP. Requests made more than an hour after release are at Crew Scheduling discretion.

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Waive 11 Hours Between RAPs

JCBA Section 12.J.12.c provides 11 hours between RAPs *unless there are insufficient Reserves to cover a RAP*.

Rest between assignments is legal rest and can only be reduced if you waive Home Base Rest. "RAP11" is initially added as a legality, but if needed to meet the RAP distribution numbers, ROTA will apply the waiver in inverse seniority order.

ROTA schedules RAPs based on Groupings, RAP distribution numbers, legalities, and RAP preferences. The RAP Details Tab shows RAP legalities. Unless waived by the Reserve or due to RAP distribution numbers, the Reserve will show illegal for any RAP that does not provide 11 hours between RAPs.

Bid Details		Logic Details		RAP Details				
				RAP A	RAP B	RAP C	RAP D	
				Required	9	1	2	0

Grouping		
Days	Lang	
2		

Waivers Applied											
Seniority	EmpID	Name	Days AVL	RAP				Preference	Bid Type	Result	Report
				A	B	C	D				
			2	Y	Y	Y	Y	DCBA	Standing	RAP A	0200/10
			2	Y	Y	Y	Y			RAP A	0200/10
			2	Y	Y	Y	Y			RAP A	0200/10
			2	Y	Y	Y	Y	ABCD	Future	RAP A	0200/10
			2	N	N	Y	Y	BDCA	Standing	RAP C	1100/10
			2	N	N	Y	Y			RAP C	1100/10
			2	N	Y	Y	Y	BCAD	Standing	RAP B	0600/10
			2	Y	Y	Y	Y	ABCD	Standing	RAP A	0200/10

Award into FD/GD

This waiver is used when bidding for a sequence in ROTD that will take you into **or on** a FD/GD. ROTA will not award a carry-over trip that goes into a Lineholder's days off unless Award into FD/GD is checked.

35/7

A reserve may not be scheduled to exceed 35 hours in 7 calendar days, including carry-over assignments, unless waived. Once waived, it applies for the remainder of the month.

Bidding Standby

Standby Shifts are published in the bid packages and can be viewed in the ROTA Starting Snapshot on Crew Portal.

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Standby bidding Criteria

If you would like an evening standby shift, only use the criteria, *Report After*. Report After 1600, is a bid for any standby shift that reports between 1601 and 2359.

If you would like to have a morning standby shift, only use the criteria, *Release Before*. Release before 1200 is a bid for all standby shifts that report between 0000 and 1159.

*** Do not use *Release before* only for evening release times. ROTA reads the report and release times as occurring in the originating calendar day. A request to release before 1800 could award a 6-hour standby shift that releases at 0200.**

If you want standby shifts that report within a window of time, start with the criteria, *Report After*, and then enter *Report Before*. Report After 1000 and Report Before 1200, narrows the possible standby shifts to those that report between 1001-1159.

Never combine Release and Report criteria together.

Speakers

ROTA only schedules Speakers to Speaker sequences. If ROTA cannot schedule a Speaker sequence to a Speaker Reserve, it will remain unscheduled.

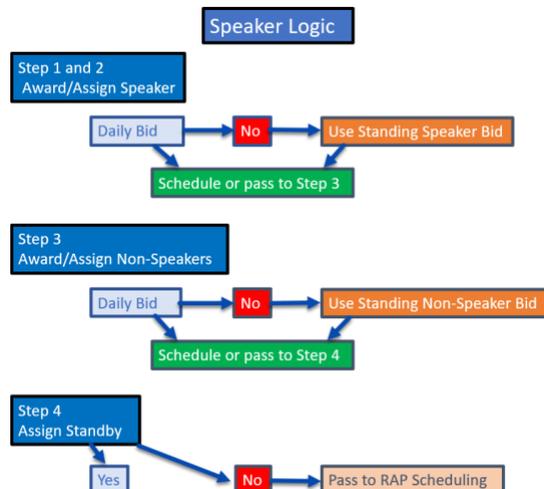
Speakers are scheduled in Steps 1 and 2. The highest open position in the cabin is assigned/awarded to the Speaker. Only bids that have the Speaker box checked are considered in these first two steps.

If a Speaker is not needed to cover open Speaker sequences, he/she is passed to Step 3 and scheduled with Non-Speakers.

Tips:

If you do not want to be assigned a Speaker sequence in Step 1, add ROC to your bid with the Speaker box checked. If you are not needed to cover open Speaker sequences, you will be passed to Step 3 and processed with Non-Speakers.

To be considered for both Speaker and Non-Speaker positions on a sequence, add the sequence with the Speaker Bid box checked, and again without the Speaker Bid box checked.



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Carry-Overs

12.Q Month to Month Integration

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.*

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)