

## **SECTION 13 - TEMPORARY DUTY ASSIGNMENT (TDY)**

### **A. DETERMINATION AND DURATION OF TEMPORARY DUTY**

1. A temporary duty assignment (TDY) is an assignment to perform Reserve duties at a crew base other than a Reserve's own crew base. If the Company determines that additional Reserves are required to meet the flying requirements in a crew base, the Company will announce such temporary duty vacancies for bid and assignment among Reserves at other crew bases where the Company has determined that Reserves are available to cover such temporary duty.
2. TDY assignments may be for a duration of one (1) week, two (2) weeks or a full bid month, including any days spent deadheading into and out of the TDY crew base. The Company may deadhead a Reserve the day before a TDY assignment only if the Reserve is on an RSV day, in which case the Reserve will receive Per Diem and the additional hours provided in Paragraph D.3, prorated on a daily basis. Any sequence assigned to a TDY Reserve at the TDY crew base must end within the TDY period, except as provided in this Paragraph. When an assignment is necessary and no other Reserves are available in the TDY crew base, a TDY Reserve may be assigned a sequence that extends beyond the TDY period. If a sequence extends beyond the TDY period, the additional hours provided for in Paragraph D.3 shall be prorated on a daily basis for the additional day(s) beyond the original TDY period until the TDY Reserve returns to their crew base. If coverage permits, the sequence will be split at the TDY Reserve's option at a Flight Attendant crew base to avoid or minimize the TDY extension. The TDY Reserve will continue to receive Per Diem until released in their crew base.

### **B. LIMITS TO AWARD AND ASSIGNMENT**

1. TDY vacancies will be for Reserve positions only.
2. TDY vacancies will be available for bid by Reserves and will be awarded in accordance with Seniority, Section 20. TDY vacancies will be posted electronically and in the crew rooms for at least forty-eight (48) hours unless the Company receives approval for a shorter period from APFA. Notification of the award will be posted electronically, in the crew rooms and by phone call to the Reserve awarded such assignment.
3. The TDY posting shall provide the following information about each TDY assignment:
  - a. Number of projected TDY positions available;
  - b. Location of TDY assignment(s);
  - c. Report date for TDY assignment(s);
  - d. Projected length of TDY assignment(s);
  - e. Date and time when TDY bids will be awarded; and,
  - f. Foreign language required, if applicable.
4. In the event of insufficient bidders, TDY may be assigned in inverse seniority order to Reserves from the crew base designated by the Company in accordance with Seniority, Section 20, except that no Reserve may be assigned to temporary duty for:
  - a. Two (2) consecutive months;

- b. More than two (2) months in any twelve (12) consecutive months.
5. A Reserve with a leave of absence, injury on duty or TDY that overlaps a TDY period may not be awarded or assigned to TDY during such period.
6. A Reserve who voluntarily bids and is awarded TDY with a vacation contained within or overlapping a TDY period will forfeit their vacation, except for pay and credit purposes. A Reserve forfeiting vacation pursuant to this Paragraph will revert back to the Reserve's original schedule (pre-vacation move). A Reserve with a vacation that overlaps a TDY period will not be involuntarily assigned to TDY.
7. As an exception to Reserve Duty, Section 12, a Reserve who voluntarily bids for and is awarded a one (1) week TDY will have their Golden Days contained within the one (1) week TDY period converted into Flex Days.
8. A foreign language speaker Reserve may be restricted from being awarded a non-foreign language speaker assignment because of limited staffing within their language in their crew base. A foreign language speaker Reserve may only be involuntarily assigned to non-foreign language speaker TDY assignment when there are no non-foreign language speaker Reserves available for assignment from any crew bases that are offering TDY assignments.
9. If the Company posts a TDY vacancy requiring a foreign language speaker, it will be processed in the following order:
  - a. Foreign language speaker Reserves bidding for the position in accordance with Paragraph B.2;
  - b. If there are no volunteers, a foreign language speaker Reserve may be involuntarily assigned to a foreign language speaker position in accordance with Paragraph B.4.

### **C. EXPENSES**

1. A Reserve awarded or assigned to TDY will receive the following:
  - a. Acceptable hotel facilities for the duration of their temporary duty that meets the standards set forth in Crew Accommodations, Section 6;
  - b. Per Diem as provided in Expenses, Section 4, for the TDY assignment commencing one (1) hour prior to departing from the Flight Attendant's home crew base and continuing until fifteen (15) minutes after arrival at their home crew base at the conclusion of the TDY assignment;
  - c. The cost of a compact size rental car, including gas and hotel parking, supported by receipt(s). The Reserve shall request the car through the Company contact designated in the TDY information provided by the Company. Insurance for the rental car shall be provided by the Company. At the Reserve's option, they will be reimbursed for other transportation, in lieu of a rental car, not to exceed the cost of a compact size rental car;
  - d. Reasonable telephone access fees and one (1) long distance telephone call per day from the TDY hotel facility to a party of the Reserve's choosing, not to exceed five (5) minutes;
  - e. Actual laundry and cleaning expenses, supported by receipt(s), for uniforms and personal clothing for Reserves on a TDY assignment of seven (7) calendar days or more.
2. A Reserve may request and shall receive an advance on any expenses provided for in this Section, prior to departing from their crew base for any TDY assignment of seven (7) calendar

days or more. Such a request must be made in writing to the Flight Attendant's Inflight Manager at least five (5) business days before the scheduled departure. If the Reserve is given less than five (5) business days' notice of the TDY assignment, the Reserve may request the advance and shall receive the advance as soon as practicable.

**D. PAY AND CREDIT**

A Reserve awarded or assigned to TDY will receive the following:

1. Deadhead pay in accordance with Deadheading, Section 16, to and from their temporary duty;
2. Pay and duty rig credit/ duty period minimum as if based in the TDY crew base, except a deadhead shall be calculated as beginning or ending in the Reserve's home crew base, as applicable;
3. Monthly pay guarantee equal to the Flight Attendant's regular applicable monthly guarantee, plus five (5) additional hours for each week awarded or assigned TDY or twenty (20) additional hours for a full bid month;
4. In the event a one (1) week or two (2) week TDY assignment spans a monthly transition, the additional guarantee shall be prorated on a daily basis;
5. A Reserve who voluntarily accepts or is assigned a sequence that extends beyond the TDY period will be paid the additional guarantee prorated on a daily basis as provided in Paragraph A.2;
6. A deadhead on a day preceding or following a TDY assignment will be paid and credited at the duty period minimum;
7. A foreign language speaker Reserve on a TDY assignment shall receive foreign language speaker and International premiums as provided in the chart below.

**FOREIGN LANGUAGE SPEAKER PREMIUM**

TDY BID AND AWARD	TDY INVOLUNTARILY ASSIGNED
Speaker to Speaker Speaker premium on Reserve guarantee Speaker premium for all Speaker flying	Speaker to Speaker Speaker premium on Reserve guarantee Speaker premium for all Speaker flying
Speaker to non-Speaker No Speaker premium on Reserve guarantee No Speaker premium on any flying	Speaker to non-Speaker Speaker premium on Reserve guarantee Speaker premium for all Speaker flying

**INTERNATIONAL (INTL) PREMIUM**

TDY BID AND AWARD	TDY INVOLUNTARILY ASSIGNED
Intl eligible TDY to Intl eligible Intl premium on Reserve guarantee Intl premium on Intl flying only	Intl eligible TDY to Intl eligible Intl premium on Reserve guarantee Intl premium on all flying
Intl eligible TDY to Non-Intl eligible No Intl premium on Reserve guarantee Intl premium on Intl flying only	Intl eligible TDY to Non-Intl eligible Intl premium on Reserve guarantee Intl premium on all flying

Non-Intl eligible TDY to Non-Intl eligible No Intl premium on Reserve guarantee Intl premium on Intl flying only	Non-Intl eligible TDY to Non-Intl eligible No Intl premium on Reserve guarantee Intl premium on Intl flying only
Non-Intl eligible TDY to Intl eligible Intl premium on Reserve guarantee Intl premium on Intl flying only	Non-Intl eligible TDY to Intl eligible Intl premium on Reserve guarantee Intl premium on Intl flying only

**E. SCHEDULING**

1. A TDY Reserve will retain their schedule from their home crew base at the TDY crew base. If necessary to adjust staffing, the Company may utilize the provisions of Reserve Duty, Section 12, to move the Reserve's Flex Days. A Reserve's Golden Days shall remain the same unless converted to Flex Days pursuant to Paragraph B.7, or adjusted as provided in Paragraph E.6. If the Reserve is awarded a full bid month TDY prior to the bid award for the TDY month, the Reserve shall bid a line in their home crew base for use in the TDY crew base.
  2. A Reserve involuntarily assigned TDY will receive no less than the following:
    - a. Two (2) Golden Day periods of four (4) days each with positive space travel to and from the Reserve's crew base for a full bid month TDY assignment;
    - b. Two (2) Golden Days with positive space travel to and from the Reserve's crew base for a TDY assignment of two (2) weeks. Such Golden Days will be in addition to the Flight Attendant's regularly scheduled eight (8) Golden Days provided the regularly scheduled periods of Golden Days fall completely outside of the TDY assignment;
    - c. The Golden Days in Paragraphs E.2.a and E.2.b, will be considered part of the Reserve's twelve (12) days off per month.
  3. As an exception to Filling of Vacancies, Section 22, a Reserve serving TDY for a bid month will not be placed on the crew base scheduling roster until the first day of the TDY assignment and will be taken off the roster on the last day of the TDY assignment.
  4. As an exception to Seniority, Section 20, a Reserve on TDY will be processed after the crew base Reserves are processed.
  5. As an exception to Reserve Duty, Section 12, a Reserve who is awarded or assigned TDY for a full bid month will receive their required days free of duty at the TDY crew base, except as provided in Scheduling, Section 10.
  6. A Reserve who is awarded or assigned TDY for a two (2) week period shall have the option to move any or all of their Golden Days to mutually agreeable dates at their crew base, either before or after, but not during the period of their TDY assignment.
  7. As an exception to Reserve Duty, Section 12, a Reserve who is awarded or assigned TDY may not be awarded any sequence(s) in their crew base that occurs on such TDY assignment.
- F. The Company will be responsible for maintaining current records of all flying assigned to Reserves on TDY. Such records will be accessible to the Reserves in the crew base out of which the TDY assignments have been flown in the Crew Management System.
- G. All TDY assignments will include positive space travel to and from the Reserve's crew base. A Reserve will not be required to work a flight to or from the TDY assignment. If positive space travel is provided for pilots to and from their residence to TDY crew bases, the same provisions will be extended to Flight Attendants.

H. All applicable provisions of this Agreement, and any related Side Letters in this Agreement, shall apply to TDY except as specifically modified in this Section.