

**SECTION 14
SCHEDULING**

A. Scheduling Committee

1. The Company shall recognize the Union Scheduling Committee (USC). The Union shall provide the Company with written notification of the identity of the Chairperson and members of the USC and shall update the Company whenever there is a change of membership on the committee. The Chairperson of the USC shall act as the primary communication link between the Union and the Company with regards to scheduling related issues. Upon request, the Company will meet with the Union to discuss scheduling related issues. Such meeting may be conducted in person or via telephone. **Agreed 1/18/24**
2. Upon request, the Company will submit the constructed lines of flying to the USC for review at least forty-eight hours (48:00) prior to the publication of the bid. The USC may offer input on the schedules contained in the constructed Bid Lines. Consideration will be given to the Union's recommendations. However, the review and recommendation process will not delay the publication of Bid Lines.
3. Upon request the MEC President and Scheduling Committee Chairperson will be provided complete information regarding the schedules of each Flight Attendant as well as Bid Line awards, training schedules, check rides, vacations, leave of absence and current staffing. **Agreed 1/18/24**

The Company will meet with the USC prior to purchasing and implementing new scheduling systems which affect the Flight Attendants. **Agreed 1/18/24**

5. ~~The MEC officers and USC Chairperson shall have access to the scheduling software to view the schedules and assignments. The MEC President, or designee, shall have (read only) access to the scheduling software to view the schedules and assignments for the purposes of facilitating efficient operation of Section 14 (Scheduling) of the Flight Attendant work group.~~ The Union shall ensure that any Scheduling Committee members with access to the IAD (or other Program) will have security clearance appropriate to IAD (or other Program). The USC Chairperson will be required to sign a non-disclosure agreement limiting disclosure of AIMS information to contract administration purposes

B. Bidding Process

The Company's Scheduling Department shall prepare and issue Bid Line Packages in conformity with the following procedure: **Agreed 1/18/24**

1. Publish Bid Line Packages by 2359Z on the 5th of the month prior to the Bid Line Period covered in the Bid Line Packages. **Agreed 1/18/24**
2. Close the bid by 2359Z on the 10th of the month prior to the Bid Line Period covered by the Bid Line Package. **Agreed 1/18/24**
3. Publish the preliminary Bid Line Awards no later than 2359Z on the 12th of the month prior to the Bid Line Period covered by the Bid Line Package. A Flight Attendant who wishes to protest the preliminary Bid Line Award must do so within forty-eight hours (48:00) of the

publication of the preliminary awards by contacting the Manager of the Scheduling Department. **Agreed 1/18/24**

4. Publish the completed and adjusted Bid Line Awards by 2359Z on the 14th of the month prior to the Bid Line Period covered by the Bid Line Package, including Flight Attendants names with their respective Bid Line Awards. **Agreed 1/18/24**
5. Transmission of the Bid Line Package and Bid Line Awards may be made electronically. **Agreed 1/18/24**
6. Delays in publishing or closing due to circumstances beyond the Company's control will be brought to the Union's attention as soon as practicable and new publishing and/or closing dates established. **Agreed 1/18/24**
7. The Company may publish and award Bid Lines that cover one (1) or two (2) Bid Months, and may extend the Bid Lines to three (3) Bid Months where the Bid Line Package is constructed and awarded in accordance with Section 18.E.2. **Agreed 1/18/24**

C. Bid Line Construction

1. Bid Lines shall be constructed for each Base and TDY location to afford bid opportunities to Flight Attendants assigned to each location. All flying that is known at the time of schedule construction shall be included in the Bid Lines. Flying and Reserve assignments that become known after the publication of the Bid Line Package shall be assigned via the Open Time procedures of subsection G below. All airports shall be designated using the ICAO or IATA code. **Agreed 1/18/24**
2. Bid Lines will be constructed of Trips, Reserve Days ~~Duty Periods~~ and Days Off. The Bid Lines may be Duty Periods in each line may be all Reserve, all Trips or a combination thereof. Combination lines may also include training. Lines containing Reserve periods may contain different types of Reserve Duty. Half of the Bid Lines in each base will be built with consecutive minimum days off. Example: There are 6 lines in SEA. 3 of the lines will be built with 12 consecutive days off.
3. ~~Bid Lines~~ Trips in a Bid Line shall be constructed to return Flight Attendants to Base or TDY location prior to a Scheduled Day Off.
4. Reserve During a Trip
 - a. The Company may schedule Reserve Duty to be served during a trip.
 - b. The reserve type and times of the Reserve Duty will be denoted in the Bid Lines and may be adjusted **to** after the Bid Line awards to fulfill future reserve requirements. A Flight Attendant will not sit Reserve during the first twenty-four hours (24:00) after a duty period ends. After the first twenty-four hours (24:00), a Flight Attendant may be assigned to sit for one Reserve period of no more than four consecutive hours (4:00) in every twenty-four hour (24:00) period. No Reserve will be scheduled during the eighteen hours (18:00) prior to Report Time.
5. All Bid Lines shall be constructed with no less than the minimum Scheduled Days Off in Base or TDY location in a Bid Month as outlined in Section 15 (Hours of Service) **and Section 18 (Filling of Vacancies)**. **Agreed 1/18/24**

6. All published assignments on Scheduled Duty Days ~~are for planning purposes only and~~ are subject to change due to operational requirements. Scheduled Days Off are not subject to change.
7. Bid Line packages that include bids for TDY assignments shall identify the location, a general description of the type of flying and Reserve Duty involved, and the expected duration of the TDY. Schedules for Flight Attendants awarded (or involuntarily assigned) a TDY will be constructed to include no less than the minimum Scheduled Days Off in a Bid Month as outlined in Section 15 (Hours of Service) and Scheduled Days Off at the TDY location. The flight schedule constructed for a Flight Attendant will include transportation to and from the TDY location on duty days at the beginning and end of the assignment. **Agreed 1/18/24**
8. The Company may modify trips prior to publishing the final Bid Line Awards. However, the Scheduled Days Off in a Bid Line will not change without the Flight Attendant's written consent. Each Trip or Reserve day duty sequence following Scheduled Day(s) Off in all Bid Lines shall have specific scheduled start times. A Flight Attendant will not be on Reserve on the same Zulu day that she/he is scheduled to report for a Trip or the same Zulu day that she/finishes a Trip. Any adjustments to these scheduled start times shall be done prior to the publishing of the final Bid Line Awards. All times shall be in Zulu (Z) hours.
9. ~~Except as provided for in Section 12 (Training) and Section 18 (Filling of Vacancies), all Bid Lines shall be constructed with Scheduled Days Off at the Flight Attendants Base.~~ **Agree to delete 1/18/24**

D. Bidding and Bid Line Awards

1. The Bid Package will contain all of the information necessary to bid. Bid Lines shall be awarded by System Seniority to the qualified bidder at the applicable Base. To be qualified, the Flight Attendant must be currently qualified in, and assigned to, the Position covered by the Bid Line and must meet regulatory requirements, customer contract specified special qualifications or training and Company experience standards as required. If disqualified from a bid, the Flight Attendant shall have her/his next bid considered. A Flight Attendant who does not bid or does not bid sufficient choices shall be assigned a Bid Line after all Flight Attendants who have bid sufficient choices are awarded a Bid Line. If two (2) or more Flight Attendants do not bid or do not bid sufficient choices, then the Flight Attendants shall be assigned remaining Bid Lines in their Base in seniority order. **Agreed 1/18/24**
2. Purser Bid Lines shall be awarded first. Only Pursers may bid for Purser lines. A Purser may elect to bid non-Purser lines. However, if a Purser fails to bid a Purser Line and there are insufficient Purser bids to fill all Purser lines, the most junior such Purser(s) at the Base is subject to assignment to a vacant Purser Line. Should the Company know that there aren't enough Pursers to fill all the Purser flying in a base, all of the Purser lines will be available to bid in the base before being awarded to a Purser in another Base.
3. A Flight Attendant in training must be qualified and have completed all required training, including OE, by the first (1st) day of the previous month in order to be allowed to bid. A Flight Attendant who is not eligible to bid pursuant to this subsection D and who completes OE and becomes qualified after the Bid Line Package publication, but before the commencement of the Bid Line Period, shall have a Bid Line constructed for the balance of the Bid Line Period, using Open Time available and/or Reserve Days where such coverage is necessary and fulfills the minimum Scheduled Days Off bid construction requirements of Section 15 (Hours of Service). A Flight Attendant who is not eligible to bid pursuant to this subsection and who completes OE after the Bid Month has commenced shall have her/his Bid Line constructed for the remaining days of the Bid Month. Unassigned days from the completion of training to the inception of OE shall be considered Days Off. **Agreed 1/18/24**

4. For planning purposes, Flight Attendants on leave, including Personal Leave, FML and Worker's Compensation, must have a full release with no restrictions and expectation to fly the Bid Month by the first (1st) day of the ~~previous Bid~~ month in order to be allowed to bid. Flight Attendants who go on medical leave on or after the first (1st) day of the ~~previous Bid~~ month and do not have a medical release for the Bid Month will not be awarded a bid. A Flight Attendant who is not eligible to bid pursuant to this subsection D and who returns to work during the Bid Line Period shall have the line constructed for the balance of the Bid Line Period, using Open Time available and/or Reserve Days where such coverage is necessary and with the concurrence of the Scheduling Department, her/his days off will be prorated.
5. A Flight Attendant's days of military obligation shall be integrated into her/his Bid Line. If a conflict exists, upon mutual agreement by the Company and the Flight Attendant, duty days may be added to her/his line up to the maximum allowable duty days in a Bid Month. **Agreed 1/18/24**
6. Flight Attendants shall receive Bid Line Packages and submit bids electronically via the Company's web-based communication network. A Flight Attendant may submit her/his bid by other Electronic Means. **Agreed 1/18/24**
7. Nothing herein prohibits Flight Attendants from trading their awarded Bid Lines, provided they are in the same Base and each is qualified and eligible for the line for which they seek to trade. Trade requests must be received by the Scheduling Department no later than seventy-two hours (72:00) following the final Bid Line awards. Requests submitted after such time shall be at the discretion of the Scheduling Department but shall not be unreasonably denied. **Agreed 1/18/24**

E. Bid Line Transition Period Procedures

1. A Flight Attendant must complete a trip assignment that continues into a subsequent Bid Line Period. The Company may construct trip sequences that continue from the current Bid Line Period into the subsequent Bid Line Period up to a maximum of six (6) days into the subsequent Bid Line Period. Time flown in the subsequent Bid Line Period shall be credited in that Bid Line Period for purposes of Section 3 (Compensation). **Agreed 1/18/24**
2. During the Bid Line Period to Bid Line Period transition phase, a Trip Pairing awarded in the new Bid Line Period shall remain on a Flight Attendant's line if such Trip Pairing does not conflict with a Trip Pairing from the from the current Bid Line Period or result in a violation of the FARs or this Agreement. **Agreed 1/18/24**
3. A Trip Pairing in the new Bid Line Period that creates a conflict with a Trip Pairing from the current Bid Line Period, or results in a violation of the FARs, or this Agreement, may be removed from the Flight Attendant's schedule and replaced by trip sequences or other duty that does not conflict. **Agreed 1/18/24**
4. If the transition days cause a Flight Attendant to have fewer than the minimum Scheduled Days Off requirements set forth in Section 15 (Hours of Service), she/he may elect to drop sufficient days, with the concurrence of the Scheduling Department, or may elect to voluntarily work the extra days and have the days paid in accordance with Section 3 (Compensation). ~~If the Scheduling Department denies the Flight Attendant the ability to drop sufficient days, she/he will be assigned and will be paid in accordance with Section 3 (Compensation).~~ If the Flight Attendant fails to coordinate with the Scheduling Department within forty-eight hours (48:00) of the Bid Award, it will be assumed that the Flight Attendant has voluntarily elected to work the extra days and have the days paid in accordance with Section 3 (Compensation). **Note: which days are to be the comp days will be agreed upon between scheduling and the flight attendant and those days will be adjacent to other day(s) off.**

F. Training Bid Lines

Flight Attendants shall be allowed to bid for preferences of training Bid Lines containing recurrent training events. Awards shall be determined by seniority. Bidding shall be accomplished in accordance with the procedures listed below and in accordance with Section 12 (Training): **Agreed 1/18/24**

1. The Company shall alert the Flight Attendant that she/he shall be scheduled for such training, and is eligible to submit a training Bid Line in the upcoming bidding process. The message shall state the specific training event for which the Flight Attendant is due and the month it is to occur. **Agreed 1/18/24**
2. During a Bid Line Period prior to the month of a Flight Attendant's scheduled recurrent training, available training lines shall be noted on the cover sheet of the published Bid Lines. Eligible Flight Attendants shall be allowed to submit a bid electronically from the training Bid Lines within the normal bidding process outlined in subsection D.1, above. **Agreed 1/18/24**
3. Flight Attendants who fail to submit a training bid shall be assigned a training Bid Line prior to posting the awards. **Agreed 1/18/24**
4. A Flight Attendant may be assigned to train on a Reserve Day. The Company may elect to move a Flight Attendant's training for operational necessity. **Agreed 1/18/24**
5. The procedures set out above in this subsection F shall not be applicable to training resulting from a failed training event. Such retraining shall be scheduled by the Company and the Flight Attendant shall receive no compensation during the time spent in a NQ status including travel to and from training for requalification, even where such travel or training occurs on a Scheduled Day Off. **Agreed 1/18/24**

G. Uncovered Flying

1. Open Time Process
 - a. Open Time consists of all Trip Pairings and Reserve Days that become known after the Bid Lines are published or become uncovered after the Bid Lines are awarded. **Agreed 1/18/24**
 - b. When an Open Time assignment becomes available, the Company shall ~~make every effort, when economically practicable to~~ award/assign in the following order:
 - i. Assigned to a qualified Flight Attendant on Reserve status; with the Flight Attendant with the least amount of time credited for the month, not including volunteer time, then
 - ii. Awarded to a qualified Flight Attendant with no scheduling conflicts who volunteers for Open Time ("Will Fly List"). ~~in accordance with subsection 3, below. In selecting a volunteer from the "Will Fly List," the Company shall award the trip to the Flight Attendant whose geographic location and available Scheduled Duty Days most efficiently and economically satisfy the demands of the trip. Where two or more volunteers are equally qualified by geographic location and available Scheduled Duty Days, the trip shall be awarded to the senior volunteer; then~~

- iii. Assigned to an available Management Flight Attendant; ~~then~~ **Agreed 1/18/24**
- iv. ~~Involuntarily assigned to a Flight Attendant on a Scheduled Day Off as set forth in subsection 2, below.~~

2. ~~Involuntary Assignments~~

- a. ~~The Company may require a Flight Attendant to work on Scheduled Day(s) Off. A Flight Attendant who is involuntarily assigned to work shall be compensated in accordance with Section 3 (Compensation).~~
- b. ~~The following involuntary assignment procedures shall apply:~~
 - i. ~~The Company may hold over a Flight Attendant on her/his Scheduled Day(s) Off following a duty day.~~
 - ii. ~~If no holdover Flight Attendant is available, the Company may involuntarily assign a Flight Attendant. Selection of the Flight Attendant for duty on her/his Scheduled Day(s) Off shall be based on legality, economics and operational efficiency. Where all other factors are equal selection shall be in inverse order of seniority.~~

3. Will Fly List (Voluntary Assignment)

- a. Flight Attendants may volunteer to make themselves available for assignment on days with no scheduling conflicts via Electronic Means or by phone. The Scheduling Department shall maintain a list of Flight Attendants who volunteer to accept assignments indicating which days the Flight Attendant is available. A Flight Attendant must request to be placed on the Will Fly List. **Agreed 1/18/24**
- b. A Flight Attendant on the Will Fly List must be qualified and available for assignment on her/his requested days. The Company shall post the assignments on the affected Flight Attendant's schedule electronically and ensure that the Flight Attendant has been notified. **Agreed 1/18/24**
- c. A Flight Attendant may delete her/his name from the Will Fly List at any time prior to being offered a voluntary assignment. **Agreed 1/18/24**
- d. A Flight Attendant must remove herself/himself from the Will Fly List when she/he is unable to report for duty in two hours (2:00). **Agreed 1/18/24**
- e. If a Flight Attendant is called by the Scheduling Department while on the Will Fly List and does not answer the phone or return the call within fifteen minutes (00:15), she/he may be removed from the Will Fly List for that block of Off Days. **Agreed 1/18/24**
- f. A Flight Attendant who refuses a trip while on the Will Fly List will not be allowed to return to the Will Fly List for her/his next twelve (12) Scheduled Days Off. **Agreed 1/18/24**

H. Reserve Guidelines

1. Reserve shall be performed at any Company designated location and the Flight Attendant must remain physically present at the designated location. **Agreed 1/18/24**

- a. Contact

A Flight Attendant on reserve must be able to be contacted at her/his designated telephone number(s) or by Electronic Means. A Flight Attendant must confirm an assignment within fifteen minutes (00:15) from the time the call was made. A Flight Attendant will be released from reserve obligation once given a same day assignment. ~~unless operational necessity requires that she/he be retained on reserve.~~

- b. Response

Reserve Flight Attendants must be able to report for duty within a period not to exceed ~~two~~ three hours (3:00) from when the initial call was made by the Company. Report for a flight occurs at the gate and report for airport standby occurs at the airport standby location. A Flight Attendant on reserve at a hotel will not be required to leave the hotel with less than two and a half hours (2:30) from the initial call. The Company may reduce the report time to one hour (1:00) if it provides lodging and transportation from the hotel to the aircraft.

2. It is the responsibility of the Flight Attendant to maintain a current primary phone number on record with the Scheduling Department. A Flight Attendant may also provide a secondary phone number. This shall be accomplished in conformity with the Flight Attendant Policy and Procedure Manual.

3. Reserve In Base

When contacting a Flight Attendant on reserve in Base, the Company shall use the phone number designated as the primary contact number by the Flight Attendant for this purpose. If the Company is unable to reach a Flight Attendant on that number, the secondary contact number shall be used, if applicable. The Company will also send an electronic notification via the e-fam. A Flight Attendant's Reserve period in Base will not exceed twelve (12) hours in a twenty-four (24) hour period. A Flight Attendant will be notified of the twelve (12) hour reserve shift a minimum of twenty-hours (24) prior to the start of the reserve shift. A Flight Attendant will not be required to sit Reserve in between a twenty-four-in-seven day off and a Scheduled Day Off, unless there was no other day in which the twenty-four-in-seven day could be placed.

4. Reserve Out of Base

When contacting a Flight Attendant on reserve out of Base, the Company shall first call the Flight Attendant's room. If the Company is unable to reach a Flight Attendant in the room, the Company shall call the Flight Attendant's primary number or designated alternate, if one has been provided. The Company will also send an electronic notification via the e-fam. **Note: an example of a designated alternate is the current practice of a flight attendant notifying scheduling that they are with another flight attendant and to call that other flight attendant if they are needed.**

A Flight Attendant will not sit Reserve during the first twenty-four hours (24:00) after a duty period ends. After the first twenty-four hours (24:00), a Flight Attendant may be assigned to sit for one Reserve period of no more than four consecutive hours (4:00) in every twenty-four hour (24:00) period. No Reserve will be scheduled during the eighteen hours (18:00) prior to

Report Time. The Company will notify a Flight Attendant of the out of base reserve period(s) no later than the beginning of the preceding rest period.

Example: A flight attendant is about to enter a rest period in SOF. The next scheduled flight reports in 72 hours. The company may require the flight attendant to sit two 4-hour reserve periods and those periods will be given to the flight attendant at the time the first rest period in SOF begins.

If the Flight Attendant is on a trip, the Company will also call her/him at the hotel or initiate contact via a Purser or Flight Deck Crewmember.

Failing to return a phone call within the allotted time will not subject a Flight Attendant to discipline if the Company's sole contact attempt was to leave a message at the front desk.

A Flight Attendant is authorized to return a phone call to the Company from the room, at no charge, using the Company credit card.

5. Assignments

a. A Flight Attendant will be given the entire trip information when assigned to flying while on Reserve.

b. A Flight Attendant will not be called to the airport without a flight assignment, unless she/he is being called for Airport Standby.

6. A Flight Attendant may request release from Reserve at the end of the Reserve shift on the day prior to a Scheduled Day Off if there is no possibility of an assignment which would return the Flight Attendant to Base prior to the start of the Scheduled Day Off and such request will be granted. A Flight Attendant may request release from Reserve at any point and such request will be granted if Crew Scheduling determines that Flight Attendant is not needed.

I. Airport Standby Duty

1. Flight Attendants may be assigned to serve Airport Standby Duty. **Agreed 1/18/24**

2. A Flight Attendant will be notified of the Airport Standby hours prior to beginning the previous rest period, unless Airport Standby was assigned while on Reserve, in which case H.1.b. above applies.

a. At the beginning of Airport Standby Duty, a Flight Attendant shall be required to report to a specified location at or near an airport where she/he shall wait for further duty instructions. Unless otherwise instructed, Flight Attendants serving Airport Standby Duty must be in uniform and prepared to undertake a Trip immediately upon notification. **Agreed 1/18/24**

b. Airport Standby Duty may occur at any Base or other location as required by the Company. If known at the time of Bid Line construction, the Airport Standby Duty will be included on the Bid Line. Airport Standby Duty may be preceded or followed by Deadhead Travel or other duty. A Flight Attendant on Airport Standby Duty shall be compensated as specified in Section 3 (Compensation). **Agreed 1/18/24**

c. While serving Airport Standby Duty, Flight Attendants shall be provided a waiting area which is out of public view and provides adequate seating for all Flight

Attendants. The waiting area may be in the airport or in a shared day room at a nearby hotel. **Agreed 1/18/24**

- d. Airport Standby Duty will be limited to no more than five hours (5:00) ~~ten hours (10:00)~~ and all time spent in Airport Standby Duty will be credited toward the duty time limitations contained in Section 15 (Hours of Service). Airport Standby Duty when combined with subsequent duty shall not exceed the maximum Duty Period(s) set forth in Section 15 (Hours of Service). The combination of the time spent on Reserve in base and Airport Standby will not exceed twelve (12) hours.

For example, a Flight Attendant begins a reserve shift at 0600. In order to sit Airport Standby during that shift, she would have to begin a 5- hour Airport Standby period no later than 1300.

3. A Flight Attendant may request to be released from Airport Standby if there is no aircraft at the airport to which a Flight Attendant could be assigned within the Airport Standby Period and such request will be granted.

J. Trip Pairing Displacement

1. Displacement of a Flight Attendant from a Trip, awarded or assigned, ~~crew~~ shall be offered in System Seniority order. If no member of the crew accepts the offer of displacement, the junior Flight Attendant(s) on the crew will be selected. For the purpose of this provision, a Purser will be considered to be a Flight Attendant. The Flight Attendant who accepts or is selected to be displaced may be reassigned to either Reserve Days or Trip pairings that fall within the same days as the original Trip pairing or with the concurrence of the Scheduling Department be released. **Agreed 1/18/24**
2. A Flight Attendant who is displaced from her/his Bid Line Trip pairing shall not be required to make up lost time on her/his Scheduled Days Off. **Agreed 1/18/24**
3. A Flight Attendant who is displaced pursuant to J.1., above shall receive pay and credit for the trip as if she/he has not been displaced ~~not have her/his MPG reduced~~ unless she/he requests to be released and such release is granted. **Agreed 1/18/24**

K. Trades

Flight Attendants who hold Bid Lines designated by the Company as In-Base Flying may request to trade Trip Pairings and reserve assignments in accordance with the following guidelines: **Agreed 1/18/24**

1. Same Standing. Both Crewmembers involved in the trade ~~must be domiciled at the same Base~~ and hold a Bid Line with scheduled flying and/or reserve duty during the same Bid Month. A Purser holding a Purser Bid line may only trade with another Purser. Flight Attendants do not need to be in the same Base in order to trade.
2. Trade Requests. Both Flight Attendants involved in the trade must submit written trade requests to Crew Planning via the AIMS crew messaging system no later than five (5) days prior to departure of the earliest affected Trip pairing or reserve assignment. Crew Planning has discretion to grant trade requests not submitted in compliance with the five (5) day requirement. **Agreed 1/18/24**
2. Responsibility for Trips. A Flight Attendant is responsible for her/his original Trip pairing or reserve assignment until Crew Planning approve the trade request. Trades are deemed

“approved” when the Flight Attendant obtains written confirmation from Crew Planning. Upon approval, the Scheduling Department will make the change to the AIMS Crew Schedule and the Flight Attendant will be responsible for any Trip pairing or reserve assignment added to her/his schedule as a result of the trade. **Agreed 1/18/24**

3. One Way Trades. A Flight Attendant who holds a Bid Line containing known flying may request to mutually trade a Trip pairing with another Flight Attendant at her/his Base without receiving a corresponding Trip pairing in return. A Trip pairing deleted from a Flight Attendants Bid Line shall decrease her/his guarantee by the value of the Trip pairing that has been deleted. A Flight Attendant who works a trip received from another Flight Attendant in a one way trade shall not receive call out pay or other premium pay intended to compensate a Flight Attendant for working on a Scheduled Day Off. A Flight Attendant may accept a one way trade involving a period when she/he is on reserve only if released by the Company from the Reserve Duty. **Agreed 1/18/24**
4. Approval Standards. The following trade requests shall not be approved: **Agreed 1/18/24**
 - a. Trades that violate FARs, or any provision of this Agreement; **Agreed 1/18/24**
 - b. Trades that interfere with a Flight Attendant's ability to protect the duty assignment that she/he acquired through the trade, and preceding or subsequent duty assignment(s). In administering this subsection, the Company will establish and publish a buffer period applicable to each Base of not less than one hour (1:00) or more than four hours (4:00), exclusive of any FAR mandated minimum rest period, that must exist between duty assignments. **Agreed 1/18/24**
 - c. Trades that interfere with a Flight Attendant's training or vacation days; **Agreed 1/18/24**
 - d. Trades that increase costs to the Company (e.g., airfare, etc.); and
 - e. ~~Trades in which the acquired duty will occur, in whole or in part, when a Flight Attendant is over MPG, and the acquired duty has a greater PCH value than the traded duty.~~
5. Compensation. Each Flight Attendant will be compensated for the work she/he actually performs. In the event a Trip trade causes a Flight Attendant to work Scheduled Day(s) Off no overtime pay will be paid. Provided, however, a Flight Attendant held over on a Scheduled Day(s) Off at the end of a Trip for which she/he traded will receive overtime compensation for the Scheduled Day(s) Off she/he was held over. **Agreed 1/18/24**
6. Prior to the first day of the month, a Flight Attendant may trade her/his line with a line which was not awarded during the bid process.
7. The trade approval process will not exceed twenty-four hours (24:00) from the time it is submitted.

L. Deadheading

1. Deadheading may occur on a Company flight, a corporate charter, a commercial flight or by surface/ground transportation. Transportation to/from the airport to a local hotel is not considered a ground deadhead. **Agreed 1/18/24**
2. Deadheading shall be considered duty time. **Agreed 1/18/24**

3. A Flight Attendant Deadheading on a commercial flight is required to wear casual business attire and may, at her/his option, wear her/his uniform. A Flight Attendant will not be required to wear her/his uniform on a Deadhead or ferry flight, excluding Deadheads on any live Company flight. A Flight Attendant ferrying or Deadheading into a live leg shall be required to wear the uniform if the ground time upon arrival provides less than two hours and thirty minutes (02:30) before departure of the live leg. **Agreed 1/18/24**
4. A Flight Attendant may request to deviate from a tail-end ~~commercial~~ Deadhead flight and the request will be approved where the cost of the requested deviation flight and any additional fees associated with the deviation (e.g. change fee, cancellation fee, ground transportation) is equal to or less than fifty dollars (\$50) of the cost of the originally scheduled Deadhead. The written notification of the deviation request must be received by the Scheduling Department within twelve (12) hours of the Flight Attendant receiving the complete Deadhead information, no less than three (3) days in advance of the scheduled Deadhead commercial flight. If the requested deviation causes the Flight Attendant to be in travel status on a Scheduled Day Off when the original Deadhead commercial flight would not, the Flight Attendant shall not be entitled to any overtime pay. Permission to deviate from a tail-end Deadhead in all other circumstances will be awarded at Company discretion and will not be unreasonably denied.

Nothing herein precludes a Flight Attendant on a tail end deadhead leading into a Scheduled Day Off from finding alternate travel which will cost less than the scheduled deadhead. In this case, the Flight Attendant may cancel the originally scheduled deadhead and book the alternate cost saving travel. The Flight Attendant will then expense the ticket to the Company.

5. Flight Attendants will provide the company their frequent flyer numbers issued by various commercial carriers to facilitate the booking of commercial Deadhead flights, including issuance of seat assignments, and ascertaining the appropriate checked baggage fee. **Agreed 1/18/24**

6. Seats

- a. When booking Deadhead flights on commercial carriers that offer pre-selected seat assignments the Company will ~~attempt to~~ secure seat assignments in aisle or window seats. ~~where there is no additional cost to the Company.~~
- b. Flight Attendants deadheading on an international flight will be in business class or better.
- c. If more than one Flight Attendant is deadheading on a domestic flight and there aren't enough economy seats available, Flight Attendants will be booked into first class or business class in seniority order.
- d. When deadheading on a live Omni flight, the Flight Attendants will board prior to the passengers and be seated together in a designated crew area.

7. Flights

- a. A Flight Attendant will be scheduled to deadhead on the most direct and earliest flight. Should there not be enough seats on the most direct flight to accommodate the Flight Attendant crew, the most senior Flight Attendants on the crew will take the earlier direct flight.

- b. When returning to Base at the end of a trip, a Flight Attendant will be scheduled to deadhead on the earliest direct flight which departs after her/his minimum rest period. Should there not be enough seats on the earliest and most direct flight to accommodate the Flight Attendant crew, the most senior Flight Attendants on the crew will take the earlier direct flight.

Example: a crew is scheduled to commercial deadhead from SOF to IAD. There are three seats in on the non-stop and the connecting ORD flight has numerous open seats. The three most senior Flight Attendants will deadhead to IAD on the non-stop. The remainder of the crew will deadhead on the SOF-ORD-IAD flight.

8. Ground Deadhead

- a. A Flight Attendant will not be required to ground deadhead in excess of three (3) hours or for more than one hundred and twenty miles (120).
- b. Ground deadheads will occur on a bus or other licensed livery. In no circumstances will a Flight Attendant be required to ground deadhead in a personal vehicle.

9. Alcoholic Beverages while Deadheading

A Flight Attendant, not in uniform, may consume no more than two (2) alcoholic beverages on a commercial deadhead if scheduled to go into a rest period upon arrival.

10. The Company will utilize the travel preference form when booking commercial deadheads. Among the options on the form, it will allow a Flight Attendant to preference flights versus seats.

M. ~~Notification of Schedule Changes~~ Agreed 1/18/24

1. A Flight Attendant will be notified of any change to her/his schedule by a designated Company representative as soon as the change is known. The Company is not required to contact a Flight Attendant if that Flight Attendant has already self-notified ~~or via self-notification~~ utilizing the Company's crew scheduling system.

Except in cases of operational necessity, the Company shall not contact a Flight Attendant by phone within eight hours (08:00) prior to a scheduled report time unless it pertains to the next scheduled flight. **Agreed 1/18/24**

The change to a Flight Attendant's schedule will be denoted and readily obvious in e-crew (or substitution). A Flight Attendant who shows in the lobby ready to work a flight that has been changed and she/he was not notified will be paid an additional two hundred dollars. **Note: using e-crew to notify of a change when only the purser and/or pilots can see that the trip has changed does not meet the standard of this paragraph. Just notifying the pilots and/or purser also does not meet this standard.**

2. Where possible, a Flight Attendant who is out of Base may contact the Scheduling Department on the hotel phone and use the Company credit card to pay for it to discuss the schedule. ~~and wishes to contact the Scheduling Department should do so through her/his Purser when one is assigned.~~
3. A Flight Attendant shall communicate with the Scheduling Department as soon as possible any time she/he is aware of a change to her/his schedule that has not been confirmed as per M .1 above. **Agreed 1/18/24**

4. A Flight Attendant shall communicate with the Scheduling Department as soon as possible any time she/he is aware of any circumstance that may affect her/his availability for duty. **Agreed 1/18/24**
5. The Company shall make an electronic portal available to Crewmembers for purposes of receiving notification of crew assignments at no cost to the Flight Attendants. This electronic system will include both a desktop and app for use by Flight Attendants.
6. Scheduling Department employees will not issue or threaten discipline. A Flight Attendant who believes her/his assignment violates the FARs or this Agreement will be transferred to an Inflight Supervisor. **Agreed 1/18/24**
7. Recorded Phone Line
 - a. All telephone lines used for conversations between Flight Attendants and the Scheduling Department shall be recorded at all times. The Company shall honor the request of a Flight Attendant who asks to speak with management, including Inflight management. **Agreed 1/18/24**
 - b. Upon the initiation of a telephone call on a recorded line, Company personnel shall identify their Company status to the contacted Flight Attendant and the person on the receiving end of the call will confirm that the Company representative is talking to the affected Flight Attendant. For example: "Hello, this is Omni Air Crew Scheduler Smith calling, am I talking to Flight Attendant Jones?" **Agreed 1/18/24**
 - c. The Company shall retain each recorded conversation for ninety (90) days from the date of recording, unless such recording has been identified as particular to discipline, investigation or a grievance. In such cases the recording will be retained until the matter has been fully and finally settled. **Agreed 1/18/24**
 - d. The Company shall not randomly review the recording for the purpose of initiating discipline. **Agreed 1/18/24**

N. General

1. A Flight Attendant assigned to a Trip/Flights will not be removed from the Trip/Flights unless she/he has called out or is no longer legal pursuant to the FAR's or the contract.
2. In an effort to ensure a Flight Attendant is in position at the Base for a Trip/Reserve when inclement weather is forecasted, the Company may provide a hotel room, upon request. The request will not unreasonably be denied.
3. The minimum hours prior to duty a Flight Attendant may consume alcohol will not be more strict than those in the DOT regulations.
4. A Flight Attendant will be notified at least forty-eight (48) hours prior to a check ride.
5. A Flight Attendant who agrees to call out will be returned to the Base or another location within the US, whichever she/he chooses, at the end of a Trip.
6. All Base duty days will start at 2359Z.

