

**ARTICLE 10**  
**SCHEDULING/BIDDING**

**1. BIDDING**

The following are procedures for bidding:

**A. LINE/PRIMARY BIDS**

1. Bids must be posted via electronic means by no later than noon central time on the 2<sup>nd</sup> of each month.
2. Bids will close on the 5<sup>th</sup> at noon central time. No bids will be accepted after the posted closing date and time.
3. When the Seniority List is incomplete, resulting in a need for an adjustment, the Company will advise the Union of the situation.
4. Bids will be awarded in order of seniority. A Flight Attendant who fails to submit a bid, or who does not bid enough lines, will be assigned the first available bid line or reserve slot in accordance with her/his seniority after the bid awards are completed.
5. Bid results will be posted by noon central time on the 6<sup>th</sup> via electronic means. Bid results are not final until the end of bid line protest.
6. Flight Attendants must protest bid results by noon central time on the 7<sup>th</sup>. Any bid protest which changes the bid results will be corrected and the new bid results will be posted via electronic means.

The max TFP a Flight Attendant can be scheduled for in a month is 130 TFP. Giving a Flight Attendant on leave the ability to withdraw that max amount if they have enough sick bank to cover it just made sense so it was changed.

7. A Flight Attendant may submit a "Request for Pay on Leave" form for pay purposes when it is known to Crew Planning prior to the awarding of bid lines that she/he will be absent for the entire month as a result of medical leave, FMLA due to his/her own illness, or maternity leave, and is eligible for accrued sick leave or vacation(s). For other than vacation, Flight Attendants may indicate how many trips they wish to be paid from their accumulated sick leave bank up to one hundred thirty (130.00) TFP, provided such Flight Attendant has sufficient trips in her/his accumulated sick leave bank.

A Letter of Agreement (LOA) between the Union and the Company from 7/14/10 and a settlement letter to a grievance dated 1/20/14 were incorporated to spell out the process for a Flight Attendant returning from a leave.

8. A Flight Attendant who, due to inactive status is not able to participate in the bidding process must contact Crew Planning within two (2) business days of returning to active status or within two (2) business days after successfully completing her/his required training necessary to gain active status, whichever is later, to have a line built. Those Flight Attendants required to complete Recurrent Training in order to gain active status will be given two (2) business days beginning the following day after Recurrent Training is completed. In order for a Flight Attendant to bid, and be awarded a line for the next month, the Flight Attendant must have a return to work date processed on or prior to the fourth (4<sup>th</sup>) of the current month. If the Flight Attendant submits a return to work statement to the Company on the fifth (5<sup>th</sup>) of the current month, he/she will need to contact Crew Planning to determine whether he/she wants to bid. A Flight Attendant cannot bid if he/she has not successfully completed FAA required training.
  - a. Crew Planning will build the Flight Attendant a comparable line (of what she/he could have held based upon her/his seniority), if Open Time is available. (For example: comparable pairings will be considered 3-day for 3-day ~~or~~ on the same days of the week, but not an AM for AM nor PM for PM)
  - b. If comparable pairings are not available, the Flight Attendant has the option to build her/his own schedule or she/he may request Crew Planning to build a Reserve line.
  - c. If a Flight Attendant builds her/his own schedule, there are no minimum trips that must be picked up.
  - d. If the Flight Attendant does not contact Crew Planning within the two (2) business day required window, Crew Planning may, but is not required to, build the Flight Attendant a line of time from any pairings available in Open Time based on line construction guidelines as stated in Article 28 of this Agreement.
  - e. If the Flight Attendant is unable to bid due to inactive status, and calls when the Crew Planning office is open to have a line built prior to noon (1200) Central Time on the 11th of the month, the Flight Attendant will have two options:

- i. The Flight Attendant will give the Crew Planner her/his choice(s) of pairing length and start date for a comparable line. Crew Planning will record the choices and, after VR lines are built, build the Flight Attendant a comparable line with open time in accordance with Article 10.1.A.8.a-c. Crew Planning will build and/or release the line for the following month prior to the start of Reserve bidding at noon (1200) Central Time on the 11th. It is understood Crew Planning will need a reasonable amount of time to build and/or release the line for the following month if the Flight Attendant calls on the 11th prior to noon (1200) Central Time.

For example, if the Flight Attendant calls Crew Planning at 1150 Central Time on the 11th of the month, Crew Planning may not have enough time to build and release the line by noon (1200) Central Time. In such cases, Crew Planning will complete the process of building and/or releasing the line no later than 1800 Central Time on the 11th of the month.

- ii. The Flight Attendant may elect to call back during Crew Planning's business hours any time between noon (1200) Central Time on the 11th and the end of the month to have her/his line built for the following month. This option will allow the Flight Attendant to select specific comparable pairings (if available). If the Flight Attendant does not call back, Crew Planning may exercise the option outlined in Article 10.1.A.8.d.

- f. If the Flight Attendant is unable to bid due to inactive status and calls when the Crew Planning office is open to have a line built between noon (1200) Central Time on the 11th of the month and the end of the month, Crew Planning will follow the process outlined in Article 10.1.A.8.a-c.

It is understood if the Flight Attendant calls when the Crew Planning office is closed, she/he may be required to call back when the office is open to have a line built.

It is also understood that a Flight Attendant will not be able to participate in Trip Trade/Giveaway until her/his line is built and/or released.

The dates for Secondary bids were moved up by one day in order to give Flight Attendant's more time to know what their schedules would be the following month.

**B. RESERVE/SECONDARY BIDS**

1. Reserve Bids will be posted for bid via electronic means no later than noon central time on the 11<sup>th</sup> of each month.

Reserve bids will consist of Vacation Relief Lines and Reserve Lines. To the maximum extent possible, Vacation Relief Lines will consist of all one position: A, B, C or D.

2. Reserve bids will close no later than noon central time on the 14<sup>th</sup>.
3. Reserve bids will be awarded in order of seniority. A Reserve Flight Attendant who is awarded a Vacation Relief Line will be treated as a regular bid line holder for the month, but the month will count toward such Flight Attendant's reserve requirement.
4. Reserve bid results will be posted by noon central time on the 15<sup>th</sup> of each month via electronic means. Flight Attendants may call their supervisor to determine reserve bid results. Reserve bid results are not final until the end of the reserve bid protest.
5. Flight Attendants must protest Reserve bid results by noon central time on the 16<sup>th</sup>. Any protest which changes the Reserve bid results will be posted via electronic means.

**C. CHARTER BIDS**

1. Charters will be posted via electronic means as soon as the Company receives the information. The Charter posting will include: pairing number, specific flight number(s) and city pair(s), date of check-in, and trips for pay. Work orders will be made available via electronic means. If a Charter is not posted as outlined above, up to three (3) Flight Attendant(s) (or four (4) Flight Attendants as required by aircraft type) that have protested the Charter and could have held

the Charter and legally flown it, will be compensated the applicable pay for that Charter.

Charter bids must contain the following information to be valid bids:

- a. Flight Attendant's name, employee number and domicile. The charter number, bid position, domicile of charter and date the charter departs.
- b. Bids for Charters on different days must be submitted on separate Charter bids. Charter bids must be submitted via electronic means.

2. Charter bids will close at noon central time the day prior to the departure of the Charter.

A Letter of Agreement (LOA) between the Union and the Company from 3/15/11 was incorporated to spell out the procedures should a Charter be modified.

3. If a Charter is modified during the bidding timeframe (prior to closing), as outlined in Article 10.1.C.2, it will be cancelled by the Company, and a new Charter with a new pairing number will be created when the modification results in:
  - a. an earlier check-in;
  - b. later end-of-debrief time; or
  - c. change in the number of duty periods
4. If one of the above modifications occurs, the following will apply:
  - a. Flight Attendants who submitted a bid for that respective Charter will be sent a cancellation notice in the form of a CWA message. This notification will be sent as soon as possible, once Scheduling is made aware of the cancellation of the original Charter.
  - b. The newly created Charter will be posted electronically via CWA and will be made available for bidding as outlined in Article 10.1.C.
5. If a Charter is modified after it has been awarded, but prior to the end of the protest period as outlined in Article 10.1.C.11:

- a. Notification will only be required if the modification results in an earlier check-in.
  - b. The Company must attempt to reach the Flight Attendant by calling her/his primary and secondary phone numbers listed in CWA. The awardees will have two (2) hours from the time Scheduling placed the call to exercise her/his option to keep the Charter or have it removed without compensation. If the Flight Attendant does not return the call within the specified timeframe above, she/he will be responsible for working the Charter.
  - c. Modifications that result in a later check-in and/or end-of-debrief, or change in the number of duty periods will be compensated pursuant to Article 9.3.E.
- 6. The point for determining the legality of a Flight Attendant, for the purpose of awarding a Charter, will be calculated based on their legality at the time that a Charter bid is closed. At the time of closing a Charter, if the Flight Attendant is illegal, she/he will not be awarded the Charter.
  - 7. Charters will be awarded in order of domicile seniority.
  - 8. Out of Base Charter bids will only be awarded after domicile seniority bids and will be awarded in order of bid submission, not by seniority order.
  - 9. A Flight Attendant who bids a Charter with at least the FAR ~~nine (9:00)~~ ten (10) hours from end of debrief to check-in between the Charter and her/his next assignment will not be denied the Charter award based on a potential FAR illegality. When a Flight Attendant who was awarded a Charter becomes FAR illegal for that Charter, the Flight Attendant will be pulled from that Charter in accordance with Article 8.7 of this Agreement.
  - 10. Charter bid results will be posted via electronic means no later than two (2) hours after the charter bids close. All Charter awards will be placed on the Flight Attendants' computer display screens.
  - 11. Charter protests must be made no later than 1800 Central time the day prior to the departure of the Charter. At 1900 Central time, the Charter will be considered as a final award.
  - 12. Charters cannot be traded or given away.

13. At 1901 Central time, any unbid Charters will immediately be placed into Open Time and made available for pickup by Flight Attendants on a first come, first served basis up to three (3) hours prior to check-in.
14. A Charter will only be assigned to a Reserve three (3) hours prior to check-in.
15. Charters which become available after noon central time on the closing date will be considered Late Notice charters and will be bid as follows:
  - a. Late Notice Charters will be posted via electronic means. Flight Attendants may call Crew Scheduling and list themselves for the available Late Notice Charters.
  - b. These charters will close no later than 1800 central time the day prior to the departure of the charter. Charter awards will be posted within one (1) hour after the bids close. All Late Notice Charter awards will be placed on the Flight Attendants' computer display screens.
  - c. At 1901 Central time, the Late Notice Charter will be considered as a final award.
  - d. Late Notice Charters cannot be traded or given away.
  - e. These charters will be awarded in order of domicile seniority. Out of Base Charter bids will only be awarded after domicile seniority bids and will be awarded in order of bid submission, not by seniority order.
  - f. Results will be posted via electronic means. It is the Flight Attendant's responsibility to check the Late Notice Charter Bid results.
16. Beginning at 1901 Central time, the Late Notice Charter positions not bid will immediately be placed in Open Time for pick up by a Flight Attendant on a first-come, first-served basis. A Late Notice Charter will only be assigned to a Reserve three (3) hours prior to check-in.
17. Operational orders for Charters must be posted with duties expected and flight schedules.
18. Any Charter flown will be compensated as a Charter.

19. Charters will not be rebuilt to accommodate individual Flight Attendants unless the Company is in a VJA or JA situation, or the Charter is assigned to a Reserve.
20. Charter extended duty day premium pay will be paid as follows:
  - a. If a Flight Attendant is awarded a Charter that was built up to twelve (12:00) hours, and she/he runs more than one (1:00) hour late over twelve (12:00) hours, the Flight Attendant will be compensated for trips flown after the duty period exceeds twelve (12:00) hours at triple time (3.0) for all Charter flights and double time (2.0) for all deadhead(s) or ferry flights. If the Flight Attendant exceeds sixteen (16:00) hours, the Flight Attendant will be compensated for trips flown after the duty period exceeds twelve (12:00) hours at triple time and one-half (3.5) for all Charter flights and triple time (3.0) for all deadhead(s) or ferry flights. All other provisions of Article 8.2.C will apply.
  - b. If a Flight Attendant is awarded a Charter that was built greater than twelve (12:00) hours but no more than twelve and one-half (12:30) hours, and she/he runs more than one (1:00) hour late, the Flight Attendant will be compensated at triple time (3.0) for all Charter flights and double time (2.0) for all deadhead(s) or ferry flights that exceed the scheduled duty period by at least one (1:00) hour. If the Flight Attendant exceeds sixteen (16:00) hours, the Flight Attendant will be compensated for trips flown after the duty period exceeds twelve and one-half (12:30) hours at triple time and one-half (3.5) for all Charter flights and triple time (3.0) for all deadhead(s) or ferry flights. All other provisions of Article 8.2.C will apply.
  - c. If a Flight Attendant is awarded a Charter that was built over twelve and one-half (12:30) hours, and she/he runs more than one (1:00) hour late over sixteen (16:00) hours, the Flight Attendant will be compensated for trips flown after the duty period exceeds sixteen (16:00) hours at triple time (3.0) for all Charter flights and double time (2.0) for all deadhead(s) or ferry flights.



21. All VJA and JA provisions apply to Charters. A Flight Attendant who receives a Charter through VJA/JA will be paid double time (2.0) for the Charter legs and time and one half (1.5) for the ferry and deadhead flights, except as stated above.

## **2. SUBMITTING BIDS**

- A. During the bid period specified on the cover sheet, each Flight Attendant shall submit her/his bid to the Inflight Crew Planning Department via electronic means.
- B. All Flight Attendants will bid for positions flown on the aircraft. The "A" Flight Attendant will be primarily responsible for the forward 1/3 of the aircraft, the "B" Flight Attendant will be primarily responsible for the aft 1/3 of the aircraft, and the "C" Flight Attendant will be primarily responsible for the center 1/3 of the aircraft. If the aircraft is a -800, the "A" Flight Attendant will be primarily responsible for the forward 1/4 of the aircraft, the "B" Flight Attendant will be primarily responsible for the rear 1/4 of the aircraft, the "C" Flight Attendant will be primarily responsible for the second 1/4 of the aircraft, and the "D" Flight Attendant will be primarily responsible for the third 1/4 of the aircraft.
- C. Buddy Bidding. Flight Attendants may buddy bid (double and triple), which must be indicated on the bid submitted. When submitting a buddy bid through the Company's electronic bidding system, one (1) Flight Attendant involved in a buddy bid must submit a bid with the following information correctly completed:
- Flight Attendant names, employee numbers, seniority numbers, and position preferences of the Flight Attendants involved in the buddy bid. Seniority number is found on the monthly seniority list for the bid period.
- The Flight Attendants who wish to buddy bid will be bidding at the seniority of the most junior Flight Attendant. If the Flight Attendants do not bid enough lines to hold as a buddy bid, the line bids will be awarded separately at the lower seniority number. If each Flight Attendant did not bid enough lines, the Flight Attendants will be assigned according to their seniority, after all other bids are awarded. Probationary Flight Attendants may not buddy bid, Job Share, Time Away Program (TAP) or MRT.
- D. Bid Cover sheets will reflect the number of available MRTs and Job Shares, if any. Bid sheets will provide slots for Job Shares, buddy bidding, name, seniority number, and desired position.

- E. The cover sheet of the bid packet will reflect the following dates:
1. When Line Holder Bids are posted, closed, bid results, and protest ends.
  2. When Reserve bids are posted, closed, bid results and protest ends.
  3. When Recurrent Training or any other required training bids will be posted, closed and dates awarded or assigned.
  4. The deadline for overlap adjustments (Line Holder and Reserve).

### **3. JOB SHARING**

Job Sharing occurs when two (2) Flight Attendants elect to share one line-of-time. Both Flight Attendants will bid at the higher seniority level and each will be paid at her/his appropriate pay level. Job Sharing bids will be awarded in order of seniority. A Flight Attendant may not Job Share during a vacation or Reserve month or until she/he is off probation except as stated in Article 18. Each month the Company will calculate and post in the bid packet the approximate number of Job Share bid lines which will be available in each base. Flight Attendants Job Sharing will continue to receive all Company benefits.

#### **A. JOB SHARE BID**

Only active Flight Attendants who are assigned to the same base and who want to share a line may bid for Job Share flying. A Job Share Bid will be awarded at the more senior Flight Attendant's seniority number. Any un-bid Job Shares will not be assigned. Flight Attendants will bid as follows:

1. When submitting a Job Share bid through the Company's electronic bidding system, one (1) of the two (2) Flight Attendants bidding for Job Share will submit a bid, noting a desire to Job Share, which must include the following information:
  - a. The names of each Flight Attendant bidding the Job Share;
  - b. Employee numbers;
  - c. Seniority numbers (the seniority numbers will be found on the monthly Seniority List for the bid period); and
  - d. Base.

2. A Flight Attendant from each pair of Flight Attendants bidding for a Job Share slot will submit her/his bid at the time monthly bids are submitted via electronic means.
3. Flight Attendants desiring to Job Share should submit her/his bid with bid lines and positions through the junior Flight Attendant's seniority.
4. If the Flight Attendants do not bid enough lines to hold as a Job Share or are unable to hold a Job Share, the bids will be awarded separately at the respective Flight Attendants' seniority levels. If a Flight Attendant did not bid enough lines, she/he will be assigned according to seniority, after all other bids are awarded.
5. If either Flight Attendant is required to fly Reserve for the month, then both Flight Attendants will be deemed as unable to hold a Job Share, and the Flight Attendant not required to fly Reserve will be treated as stated above in Section 4.
6. The two (2) Flight Attendants awarded a bid line for Job Sharing will split such bid line. Each Flight Attendant will be responsible for a minimum of fifteen (15) days of the schedule to be broken into two (2) sections for flying. The first section will be assigned to the Flight Attendant indicated as number one (1) on the bid and she/he will be responsible for all pairings scheduled the first fifteen (15) days of the bid period. The second section will be assigned to the Flight Attendant indicated as number two (2) on the bid and she/he will be responsible for all pairings scheduled the second fifteen (15) or sixteen (16) days of the bid period depending on whether the month has thirty (30) or thirty-one (31) days.
  - a. The Flight Attendant awarded the first section of flying will be responsible for any pairing that flies into the second section of the Job Share month.
  - b. The Flight Attendant awarded the second section of flying will be responsible for any pairing that flies into the new bid month except as stated in Article 10.
7. Job Share Flight Attendant(s) may only work, trade, pick up or giveaway pairings or pieces of pairings that check-in within her/his awarded section of the month. However, all Flight Attendants must be available for all mandatory training for the entire month. In case of an extraordinary or emergency circumstance affecting Company

operations, Job Share Flight Attendants may be allowed to fly during their half-month of scheduled non-flying, on a voluntary basis.

8. The Company will offer a minimum of one percent (1%) of the total number of bid lines for each base for Job Sharing, unless exigent circumstances require a temporary reduction or temporary suspension of the program. The Union will be notified no less than seven (7) days in advance of the nature of the exigency and the anticipated time frame of the temporary reduction or temporary suspension.
9. Only during a month in which the Company offers at least one percent (1%) of the total number of bid lines for each base as Job Sharing bid lines, the Company may also offer Daily Release Time (DRT) without pay, and/or Monthly Release Time (MRT) without pay for Flight Attendants.
10. A Flight Attendant may not Job Share more than three (3) months during any calendar year except as stated in Article 18. Flight Attendants may bid on a contingency basis to exceed this three (3) month limitation, if there are Job Share slots unawarded.

A Letter of Agreement (LOA) between the Union and the Company from 1/16/20 was incorporated to codify the Time Away Program (TAP).

#### **4. TIME AWAY PROGRAM**

The Time Away Program (TAP) will allow the Company to offer and award two or three consecutive months of no scheduled flying without pay that a Flight Attendant may bid and be awarded on a voluntary basis in her/his domicile. The Company may offer TAP in any domicile or satellite base.

##### **A. Bid and Award**

1. TAP awards must be completed before Primary Bid Lines are published for bid.
2. TAP slots will be awarded in Flight Attendant base seniority order.
3. A Flight Attendant may not bid for a TAP slot until she/he is off probation except as stated in Article 18.
4. A Flight Attendant on a leave of absence will not be awarded TAP.

## **B. General**

1. A Flight Attendant awarded TAP must be available for all mandatory training during that time period.
2. A Flight Attendant may not trade or give away their awarded TAP slot.
3. A Flight Attendant may be allowed to fly during her/his TAP on a voluntary basis only in the event of extraordinary or emergency circumstances affecting Company operations.
4. A Flight Attendant may not draw from her/his sick bank during a TAP unless she/he called in sick for a pairing that overlapped into the TAP.
5. Flight Attendants awarded TAP will remain on active status and will continue to receive all Company benefits.
6. A Flight Attendant awarded a TAP slot who is scheduled to work a pairing that overlaps into the TAP slot is responsible for the overlapping pairing.
7. A Flight Attendant may be awarded a TAP slot during her/his vacation month.
8. Time Away will only be offered in months when the Company offers a minimum of one percent (1%) of the Bid lines in each base as Job Shares.
9. The provisions of Monthly Release Time (MRT) stated in Article 10.5.C of the CBA will apply to Flight Attendants during bid months for which Time Away has been awarded.

## **5. MONTHLY RELEASE TIME (MRT)**

Monthly Release Time (MRT) is a month of no scheduled flying without pay that a Flight Attendant may bid and be awarded on a voluntary basis in her/his domicile. MRT slots may be offered during the Primary and Secondary Line bidding processes; however, MRT slots may only be offered in the Secondary Line bidding process if MRT has been offered in the Primary Line bidding process. Flight Attendants in a Reserve month may only be awarded an MRT slot in the Secondary Line bidding process, if available. Flight Attendants awarded MRT during a Reserve month will retain credit (\*) for the Reserve line. MRT slots will be awarded in Flight Attendant base seniority order. A Flight Attendant may not bid for an MRT

slot until she/he is off probation except as stated in Article 18. MRT slots will only be offered when the Company offers a minimum of one percent (1%) of the Bid lines in each Base as Job Shares. Flight Attendants awarded MRT will continue to receive all Company benefits.

**A. Monthly Release Time (MRT) Slot Bid**

1. MRT slots, when available, will be listed on the cover letter of the monthly Primary and Secondary bid packets. Flight Attendants will submit a bid, noting a desire to MRT by placing the letter "M" as a bid choice on her/his monthly bid along with the other requirements as listed in Section 2. of this Article. Un-bid MRT slots will not be assigned.
2. All Flight Attendants bidding for a MRT slot will submit her/his bid at the time monthly Primary and Secondary bids are submitted via electronic means. A Flight Attendant may only be awarded MRT three (3) times during a calendar year. Flight Attendants may bid on a contingency basis to exceed this three (3) month limitation, if there are MRT slots unawarded.
3. Flight Attendants may not Job Share a MRT slot; however, when submitting a bid for MRT, she/he may also submit a bid to Job Share with another Flight Attendant.

**B. Monthly Release Time (MRT) Slot Award**

1. Awards will be closed as stated in Section 1.A and 1.B of this Article.
2. If a Flight Attendant bidding a MRT slot is not senior enough to hold one, the Flight Attendant's bid will be closed as stated in Section 1.A and 1.B of this Article.
3. A Flight Attendant awarded a MRT slot will be scheduled off for the Bid month without pay, except that she/he must be available for all mandatory training for the entire month. In case of an extraordinary or emergency circumstance affecting Company operations, MRT Flight Attendants may be allowed to fly during her/his month off on a voluntary basis. A Flight Attendant may not draw from her/his sick bank during a MRT month unless she/he called in sick for a pairing that overlapped into the MRT month.

4. If a Flight Attendant bidding for MRT believes the results to be in error, she/he will be entitled to the protest procedures as stated in Section 1.A.6 and 1.B.5 of this Article.

**C. General**

1. A Flight Attendant awarded a MRT slot in the new Bid month who is scheduled to work a pairing that overlaps into the MRT month is responsible for the overlapping pairing.
2. A Flight Attendant awarded a MRT slot may not trade or give away the slot to another Flight Attendant. All MRT awards are final except as stated in Section 5.B.3 of this Article.
3. A Flight Attendant may be awarded a MRT slot during her/his vacation month and will be compensated 3.75 TFP per day during the MRT month.

The change of probationary Flight Attendants not being able to DRT in their first 90 days was a Company ask as they wanted more time to evaluate new hires without them possibly DRTing their assignments completely away. They originally wanted longer but the 90 days was what was ultimately agreed upon.

**6. DAILY RELEASE TIME (DRT)**

Daily Release Time (DRT) is the release from a pairing or Reserve block without pay that a Flight Attendant may bid and be awarded on a voluntary basis. All Flight Attendants (Line holders and Reserves) will be allowed to bid for a DRT when available; however, Probationary Flight Attendants will not be able to participate until after ninety (90) days from their Inflight date of hire/occupational seniority date. On the first three days of a bid period and the last day of a bid period, the Company may award DRT for Reserve blocks. DRT slots will be awarded in Base seniority order, followed by all out-of-base requests. Out-of-base requests will be closed in overall Flight Attendant seniority. DRT slots will only be offered when the Company offers a minimum of one percent (1%) of the Bid lines in each Base as Job Shares. DRTs will be determined based on daily staffing needs in each Base, and un-bid DRT slots will not be assigned. Flight Attendants awarded DRT will continue to receive all Company benefits.

**A. DAILY RELEASE TIME (DRT) BID**

DRT bids were moved back two hours to give the Company more time to decide how many bids they need to offer as well as to match the time Reserves now have to trade or give away their Reserve blocks.

1. Any DRTs available for bid will be posted electronically. The minimum number of DRT Slots will be posted no later than 1600 Central time the day prior to the origination of the Pairing or Reserve Block for the day that the Flight Attendant is requesting. Postings, if available, will be made each day.
2. A Flight Attendant bidding for DRT will submit her/his bid electronically.
3. Each bid must contain the following information:
  - a. The Flight Attendant's Employee #.
  - b. The pairing or reserve block from which the Flight Attendant wishes to be released.
4. A Flight Attendant may only request to be pulled from her/his entire pairing or Reserve Block; partial requests will be denied. A Flight Attendant who has given part of her/his pairing or Reserve block away may request to be pulled from the remainder of the pairing or Reserve block.
5. Should a Flight Attendant wish to cancel her/his bid after submission, she/he must submit a cancellation no later than 1700 Central time the day prior to the origination of the pairing or Reserve block.

**B. DAILY RELEASE TIME (DRT) AWARD**

1. DRT awards will be made available no later than 1800 Central time the day prior to the origination of the pairing or Reserve block. The DRT awards will be posted electronically.
2. Flight Attendants bidding for DRT are responsible for checking the DRT results. If a Flight Attendant bidding for DRT believes the results to be in error, she/he may contact Crew Scheduling no later than 2300 Central time the day prior to the origination of the pairing or Reserve block to protest the results. If due to Company or Computer error, a protest is deemed valid, the Flight Attendant(s) will be



awarded a DRT slot for the Pairing or Reserve Block specified on the original bid.

3. DRT slots may not be traded or given away, and only in the event of extraordinary or emergency circumstances affecting Company operations, a Flight Attendant may be allowed to fly during DRT time off on a voluntary basis.
4. When a Flight Attendant is awarded DRT, all assigned pairings originating the day of the award will be pulled without pay.

**C. SECONDARY DAILY RELEASE TIME (SDRT)**

After the DRT awards are processed, Crew Scheduling will evaluate the operation and assess the ability to offer up to the same number of SDRT slots as were offered in DRT. The SDRT slots offered can be specific to assignment length. These slots will be posted by electronic means no later than 0400 local domicile time. A Flight Attendant may request to be released from an assignment up to three (3) hours prior to departure on a first-come, first-served basis.

Reserves may request to be released prior to being called for an assignment or prior to self-assignment. Reserves who receive SDRT after the commencement of their on-call status will be released from the Reserve block without pay.

Probationary Flight Attendants will not be able to participate until after ninety (90) days from their Inflight date of hire/occupational seniority date.

**D. DRT OVERLAP**

1. Lineholder to Lineholder - A Flight Attendant awarded DRT for a pairing at the end of the current month that overlaps into the new month will be pulled from the entire pairing. Should an overlap adjustment be required, it will be made in the new month prior to the DRT award; therefore, the Flight Attendant will not revert back to the original pairing day(s) pulled for overlap in the new month.
2. Lineholder to Reserve - A Flight Attendant awarded DRT for a pairing at the end of the current month that overlaps into the new month will be pulled from the entire pairing. Should an overlap adjustment be required, it will be made in the new month prior to the DRT award;

therefore, the Flight Attendant will not revert back to the original Reserve day(s) pulled for overlap.

3. Reserve to Lineholder - A Flight Attendant awarded DRT for a block of day(s) at the end of the current month will have no Reserve obligation carry over into the new month. Should an overlap adjustment be required, it will be made in the new month prior to the DRT award; therefore, the Flight Attendant will not revert back to the original pairing day(s) pulled for overlap in the new month.

If a Flight Attendant DRTs her/his pairing in the new month, the Reserve day(s) RON obligation at the end the current month may require the Flight Attendant to be available for duty during the awarded DRT day(s) in the new month.

4. Reserve to Reserve - A Flight Attendant awarded DRT for a block of Reserve day(s) at the end of the current month will be obligated to sit Reserve day(s) at the beginning of the new month, unless they have been adjusted for overlap, given away, or awarded as a DRT. The Flight Attendant will not revert back to the original Reserve day(s) pulled for overlap in the new month. All original Reserve days that run consecutive will be considered as one DRT for the purpose of awarding a DRT.
5. A Lineholder or Reserve may pick up on any off days, including day(s) pulled for overlap, except for those day(s) that have been designated as a DRT award.
6. Picked up or traded Reserve day(s) will not be combined with an original block of Reserve day(s) for a DRT award.
7. All picked up and/or traded Reserve day(s) that run consecutive will be considered as one DRT for the purpose of awarding a DRT.

## **7. VACATION ADJUSTMENT**

Vacations must be adjusted within the bid protest time period to allow maximum trips to be placed on reserve lines and in open time. A Flight Attendant wishing to slide her/his vacation for the next month to fly a pairing that would otherwise be pulled must call Crew Planning no later than the end of bid line protest. If the Flight Attendant does not adjust her/his vacation within the time limits, Crew Planning will pull all original crew pairings which overlap into and/or out of the vacation week(s). Should a problem arise during the bid protest period concerning a line change that

affects a vacation holder due to scheduling error, the above time limits will be waived and the Flight Attendant will be allowed to adjust her/his vacation by the first of the month.

Language was added here to expand when a rebid or bidding timeframe extensions should happen. It will no longer just be for a published schedule change.

## **8. REBID/BIDDING TIMEFRAME EXTENSION**

Where there is a published schedule change or extenuating circumstance(s), which affects a majority of the Flight Attendants, there may be a rebid or extension of bidding timeframes upon written agreement between the Company and the Union.

## **9. RECURRENT TRAINING AND COMPANY REQUIRED TRAINING**

A. After lines of time are awarded, the Company will post a list of recurrent and/or Company required training dates and the number of Flight Attendants who can be accommodated on each date.

All other bidding information and timelines are in the Contract, RT bidding was added for Flight Attendants to now know when the bids open and close.

1. Recurrent Training bids must be posted via electronic means by no later than noon Central time on the 11th of each month.
2. Recurrent Training bids will close on the 17th at noon Central time. No bids will be accepted after the posted closing date and time.
3. Recurrent Training bid results will be posted by noon Central time on the 18th via electronic means.
4. The Flight Attendants will state her/his preferences for a training date. To the extent possible, the Company will honor the preference bid on a seniority basis. Seniority may be overruled to accommodate bid vacation or a Flight Attendant in a training grace period due to circumstances beyond the control of the Company.
5. A Flight Attendant, unable to attend Recurrent Training in her/his designated month due to a leave of absence, will be allowed to attend Recurrent Training the month prior to or the month following the designated month, and she/he will be awarded Recurrent Training after all bids have been awarded.

1. B. After Recurrent Training dates have been awarded, unassigned Recurrent Training dates, if any, will be placed in Recurrent Training

Flight Attendant feedback drove the change to move up the timeframe for out of base pickups and trades.

to their designated month. Flight Attendants may trade or pickup Recurrent Training in any domicile. Any pickup or trade must be completed by noon (1200) local time the day prior to the class.

2. Out of base pickups and trades will be permitted at noon Local time on the 27<sup>th</sup> of the month prior.
  3. Flight Attendants who pick up Recurrent Training in the month prior to their designated month and do not receive eleven (11) hours crew rest, from end of debrief, prior to training due to irregular operations may choose to be pulled from training without pay. Flight Attendants who choose to be pulled from training to receive eleven (11) hours crew rest from end of debrief are responsible for rescheduling their training day with the training division. Flight Attendants who attend training without receiving eleven (11) hours crew rest from end of debrief will not be paid a premium.
  4. A Flight Attendant's designated month will not be adjusted for the following year as a result of that Flight Attendant picking up Recurrent Training in the month prior to her/his designated month.
- C. Recurrent training and Company required training will be treated as a contractually legal duty day. Crew rest of eleven (11) hours from end of debrief to start of training and eleven (11) hours from end of training to check-in must be scheduled. If a Flight Attendant is pulled from any trips to schedule this crew rest, trips pulled will be paid by the Company. A Flight Attendant at her/his option may waive the crew rest above and will be paid at time and one-half (1.5) for the training day. A Flight Attendant may waive her/his crew rest above; however, she/he will not be reduced below ten (10) hours from end of debrief to start of training or ten (10) hours from end of training to check-in. The Company will not schedule a Flight Attendant for any required training that brings her/him below minimum days off or reduces the 48 in 7 domicile break. Should this situation arise, the Company will pay time and one-half (1.5) for training or give the Flight Attendant a choice of

her/his day off. The choice of a day off must be made by the completion of the required training.

- D. Flight Attendants not receiving eleven (11) hours crew rest from end of debrief, prior to training due to irregular operations may choose to be pulled from training, or may attend for double time as long as she/he is not reduced below the ten (10) hour FAR rest. Flight Attendants who choose to be pulled from training to receive crew rest of eleven (11) hours from end of debrief to start of training are responsible for rescheduling their training day with the training division. Recurrent training must be scheduled within the FAA requirements to remain legal.
- E. A Reserve Flight Attendant will not be assigned recurrent training or any Company required training on a scheduled day off if the training day would bring them below the contractual minimum days off. If a Reserve Flight Attendant bids to attend training on an off day, and is awarded that day, the training will be paid above her/his guarantee. If a Reserve Flight Attendant bids to attend training only on scheduled reserve days, the training pay will be applied to her/his guarantee.

The Company has stated they will be utilizing quarterly training in the future, so your negotiating team added protections for when that training comes to fruition and to ensure Flight Attendants had plenty of time to access the materials.

- F. Any distance learning/computer-based training required to be completed on an annual basis prior to training will be made available in the month prior to the Flight Attendant's designated month. Any distance learning/computer-based training required to be completed on a quarterly basis will be made available for at least ninety (90) days.

## 10. OVERLAP

An overlap occurs when a Flight Attendant has a contract and/or FAR illegality between the current bid period and the new bid period. Contractual illegalities may be waived by the Flight Attendant. FAR illegalities may not be waived by the Company or the Flight Attendant. All overlap adjustments will be made in the new bid month. No Flight Attendant will be required to rejoin the remainder of a pairing that is less than four (4.0) TFP as the result of an overlap adjustment.

- A. **Lineholder to Lineholder.** Overlap from a bid line to a bid line, or from a bid line to vacation relief line, or from a vacation relief line to a bid line will be adjusted as follows:

1. Crew Scheduling will make all overlap adjustments of the pairings in the new bid month to comply with all crew rest requirements and duty limitations by noon Central time on the 18<sup>th</sup> of the current bid month.
2. If the overlap adjustment involves a complete pairing and the pairing that is pulled in the new month pays more, the Flight Attendant may (by noon Central time on the 19<sup>th</sup> of the current bid month) choose to fly the pairing in the new month and have the lower-paying pairing pulled.
3. The Flight Attendant may (by noon Central time on the 19<sup>th</sup> of the current bid month) choose to fly the entire overlap pulled for the adjustment if legal by the FARs. The only time an overlap pulled for the adjustment may be flown less than its entirety is to remain legal under the FARs. All flights picked up that were pulled for the overlap will be paid at time and one-half.
4. All adjustments to correct illegalities will be made at the domicile.

**B. Lineholder to Reserve.** Overlap from a bid line to a reserve line will be adjusted as follows:

1. All adjustments will be made to keep the Flight Attendant legal under all crew rest requirements and duty limitations by noon Central time on the 19<sup>th</sup> of the current month. The bid line Flight Attendant may contact Crew Scheduling by noon Central time on the 24<sup>th</sup> of the current bid month to waive contractual overlap legalities and protect the full day Reserve guarantee from being reduced in the new Reserve month.
2. If such assignment carries over into scheduled day/days off of a new reserve month and does not create an overlap, thereby reducing the Flight Attendant's guaranteed minimum of thirteen (13) days off in a thirty (30) day month or fourteen (14) days off in a thirty-one (31) day month, the Flight Attendant may either:
  - a. Be pulled from the number of scheduled reserve day(s) in the new month necessary to meet the guaranteed minimum days off as stated above, in which case the Flight Attendant will receive one and one-half (1.5) times the applicable trip rate for the assignment that was carried into the new month. The straight pay will be credited towards the guarantee and the

premium pay will be credited above the guarantee without waiving any duty limitations. The day(s) pulled may be from the beginning or the end of any block of Reserve other than the last day of the month, and will be the Flight Attendant's choice. Or,

- b. Not be pulled from any reserve day/days and all trips flown into the new reserve month will be paid above the monthly guarantee at one and one-half (1.5) times the applicable trip rate. The carried over assignment will not count towards the duty limitations for the month.
- c. Any VJA trip flown into the Reserve month that overlaps scheduled Reserve days will be compensated only at straight pay (towards the Reserve guarantee) on the scheduled reserve days.

- C. **Reserve to Lineholder.** Overlap from Reserve to bid line will be adjusted as follows:

If such reserve assignment carries over into scheduled day/days off of the new bid line month and does not create an overlap, all trips flown by the Flight Attendant on those scheduled day/days off will be paid at one and one-half (1.5) times the applicable trip rate and will not waive any duty limitations. The overlap adjustment for the new month will be made at the time the Reserve is given an assignment.

- D. **Reserve to Reserve.** Overlap from a Reserve line to a Reserve line will be adjusted as follows:

All reserve line to reserve overlaps will be adjusted to no more than five (5) reserve days and will comply with all crew rest and duty limitations. All overlap adjustments will be made in the new Reserve month. These overlap adjustments will be made no later than noon Central time on the 19th. The Reserve Flight Attendant may contact Crew Scheduling by noon Central time on the 24<sup>th</sup> to waive contractual overlap legalities and protect the full day Reserve guarantee from being reduced in the new Reserve month.

- E. Reserve day(s) picked up at the end of the month may be liable for a RON assignment. The reserve liability is based on the liability of the Flight Attendant who gave the reserve day away.

- F. **Legal overlap combinations are as follows:**

Four day pairing;

Four day pairing preceded by or followed by a single day pairing; Three day pairing preceded by or followed by a single day pairing;

Three day pairing preceded by a single day pairing and a reserve day without duty;

Three day pairing preceded by a reserve day;

Three day pairing followed by a reserve day without duty and a single day pairing;

2 two day pairings back to back;

2 two day pairings separated by a single reserve day without duty;

Two day pairing followed by three single day pairings;

Five single day pairings.

NOTE: The above stated legal overlap combinations are the only combinations allowed during the overlap period unless the Flight Attendant chooses to waive her/his contractual legalities as stated above in this section.

- G. A Flight Attendant trading her/his pairing that falls during the overlap period with a pairing that works the same days and equal number of days will be protected in the same manner as the original overlap.
- H. A Flight Attendant trading her/his pairing that falls during the overlap period (when the original overlap would have required an adjustment), with a pairing that works an unequal number of days, will be pulled based on the original overlap. If no original overlap adjustment is required, the only adjustment will be to accommodate the FAR "24-in-7" regulation.
- I. A Flight Attendant who picks up a pairing in the current bid month that falls during the overlap period, but prior to the new bid period being awarded and placed on her/his schedule, will only be adjusted by Crew Scheduling to accommodate FAR rest, ten (10) hours from end of debrief to check-in, and duty requirements. If the Flight Attendant has a domicile break of less than ~~a twelve (12:00) hour domicile break~~ eleven and one-half (11:30) hours from end of debrief to check-in between pairings (~~block to check-in~~), the Flight Attendant may call Crew Scheduling to request an adjustment that provides a domicile break of at least eleven and one-half (11:30) hours from end of debrief to check-in between pairings or request to keep the pairing (or piece of pairing to the applicable SIP) and fly it for time and one-half (1.5).



- J. Crew Scheduling will not make any changes to end times for any unassigned Reserve day(s) in the current month in order to make a Reserve legal for the new month. However, a Reserve is considered to be on rest when released from Reserve in accordance with Article 11.15.A.2.

If the Reserve is given an assignment that causes an overlap illegality, the overlap adjustment will be made at the time the Reserve pairing assignment is given as outlined in Section 10.C above. If the Reserve is given a reserve pairing assignment that does not create an overlap illegality, no overlap adjustment in the new month is necessary. The Reserve will be notified of release from Reserve obligation when she/he checks-in with Crew Scheduling upon completion of her/his assigned pairing as outlined in Article 11.

1. On the last day of Reserve obligation during the overlap period, Crew Scheduling may release a Reserve who has completed five (5:00) hours of APSB from further Reserve obligation. Crew Scheduling shall not release the Reserve from APSB early in order to make the Reserve legal for the new month. The Reserve will be released prior to the completion of five (5:00) hours APSB if Article 11.15.A.2 applies.
2. Upon completion of a flying assignment given during APSB, the Flight Attendant will be notified of an additional assignment of flying or of her/his release time. Such notification will be given when the Flight Attendant checks in with Crew Scheduling upon the completion of that assignment. If releasing the Flight Attendant from the Reserve obligation resolves an existing overlap situation (i.e. 48/7 & 24/7), no overlap pull is necessary in the new month.
3. On the last day of any Reserve Block, a Reserve may contact Crew Scheduling and request to have the non-fly bar reflect her/his actual release time if unassigned for the purpose of picking up trips from Open Time or other Flight Attendants.

- K. A Flight Attendant awarded a new domicile for the new bid period will have the following options for the purposes of positioning to the new domicile, provided: she/he has Reserve during the overlap period, and; she/he does not have a domicile day off before an original assignment in the new bid period, and; the Reserve block or pairing in the current bid period was on her/his line prior to that new bid period being awarded.

1. RESERVE TO RESERVE

- a. Change the domicile of the new month's initial Reserve obligation to the previous domicile;
- b. Pull the contiguous Reserve day following the completion of the current month Reserve obligation (pulls will be without pay);
- c. Mutually agree with Crew Scheduling to an alternative option; or
- d. Request no adjustment.

## 2. RESERVE TO LINEHOLDER

- a. Trade the contiguous pairing with:
  - 1. a contiguous Open Time pairing from the previous month's domicile;
  - 2. an Open Time pairing from the new month's domicile to allow a domicile day off;
- b. Mutually agree with Crew Scheduling to an alternative option;
- c. Request no adjustment; or
- d. Pull the contiguous pairing; to the SIP if applicable (pulls will be without pay)

## 3. LINEHOLDER TO RESERVE

- a. Change the domicile of the new month's initial reserve obligation to the previous domicile;
- b. Pull the contiguous Reserve day (pulls will be without pay);
- c. Mutually agree with Crew Scheduling to an alternative option; or
- d. Request no adjustment.

The Flight Attendant must inform Crew Scheduling of her/his choice as follows:

RESERVE TO RESERVE and RESERVE TO LINEHOLDER: at the time the Reserve is notified of an assignment in the current month. If no assignment is given, the Flight Attendant may advise Crew Scheduling of her/his choice beginning at 1600 Central time on the last day of the bid period.

LINEHOLDER TO RESERVE: The Flight Attendant must advise Crew Scheduling of her/his choice by 1200 Central time on the 24<sup>th</sup> of the current bid month. Should the Flight Attendant experience irregular operations on the last day of the pairing, the Flight Attendant must advise Crew Scheduling within sixty (60) minutes following release of the pairing.

## **11. GENERAL**

- A. The Crew Scheduling Department will be responsible for keeping the reserve status updated, sick calls, open time, charters, and any emergencies that may arise out of irregular operations.
- B. The responsibility of the Crew Scheduling Department is to carry out the provisions of this Agreement and Schedule Policy. Any differences with a Flight Attendant as to the meaning or application of the Agreement or Schedule Policy shall be referred to the Flight Attendant Supervisor.
- C. Flight Attendants will not be disciplined for Crew Scheduling and/or Dispatch mistakes.
- D. A Flight Attendant is required to be at the aircraft in accordance with Article 8.2.A.1.c. Flight Attendants are responsible for themselves.

Moved to Article 28

## **12. DEADHEADING**

- A. A scheduled or unscheduled deadhead to protect a flight, Charter deadheads, rescheduled deadheads, or a scheduled deadhead from a flight, will be considered a must ride to include cabin seats for all Flight Attendants. A Flight Attendant may, but is not obligated to, occupy a jumpseat.
- B. An unscheduled deadhead requires must ride cabin seating. A Flight Attendant may, but is not obligated to, occupy a jumpseat. When a flight is not available after four (4) hours, the Flight Attendant will be given a hotel room and remain overnight, if she/he chooses.
- C. A Flight Attendant will be allowed to deadhead earlier than scheduled if Crew Scheduling approves the request. The following conditions apply:
  - 1. The Flight Attendant contacts Crew Scheduling prior to the deadhead(s).

2. The requested change is to deadhead in the same duty period as the currently scheduled deadhead(s).
  3. The requested change will result in the Flight Attendant arriving at the same final destination as the currently scheduled deadhead(s).
  4. The requested change is legal.
  5. The requested change does not result in increased compensation for the Flight Attendant.
  6. The requested change does not result in bumping a revenue passenger.
  7. The requested change does not result in a flight delay. The request must allow sufficient time to book the new reservation, issue a boarding pass, and board the Flight Attendant without delaying the flight.
  8. Crew Scheduling will agree to the request if the operation is "normal", i.e. there are not operational problems in the geographical area of deadhead departure or arrival city.
- D. A Flight Attendant on a 600 series pairing will be allowed to deadhead either earlier or later than the scheduled deadhead. A Flight Attendant will be subject to reschedule if contacted by Crew Scheduling.
- E. A Flight Attendant scheduled on a pairing which originates with a deadhead(s), may pick up the trip at the outstation from which the first working leg departs. When the Flight Attendant chooses not to take the scheduled deadhead(s), the Flight Attendant will be compensated for the deadhead(s). In such situations, the Flight Attendant must do the following:

The ability to waive a deadhead was increased to 24 hours to allow a Flight Attendant more time to make the decision and helps commuters.

1. Call Crew Scheduling no later than the check-in time of the original pairing in the domicile to advise that she/he will not be taking the scheduled deadhead leg(s); however, the call must be made no more than twenty-four (24) hours prior to the scheduled check-in time; and
2. Confirm her/his arrival at the outstation from which the first working leg of the pairing departs. This confirmation must occur before the check-in times referenced in Article 8.2.A.1.b.

Reserves have had to wait to waive a deadhead but now will be released if Scheduling does not have an additional assignment for them at the time of the call, just like a lineholder.

- F. When a pairing ends with a deadhead segment(s), a bid line holder may, with prior notice to Crew Scheduling, elect not to fly such deadhead(s) from block in of the last live working leg to any point prior to the deadhead segment(s) so long as Crew Scheduling does not have a reschedule assignment at that time. On the last day of the Reserve obligation, a Reserve may, with prior approval from Crew Scheduling, elect not to fly such deadhead segment(s), so long as Crew Scheduling does not have an additional assignment at that time. When the Flight Attendant chooses not to take the scheduled deadhead(s), the Flight Attendant will be compensated for the deadhead(s).

The ability to preboard as a deadheader is now contractually guaranteed. Previously, it was only in the FAM, which is subject to change.

- G. In accordance with the Air Carrier Access Act, deadheading Crew Members will be allowed to preboard the aircraft after Customers with disabilities have preboarded.

H. **OFFLINE DEADHEADING**

The Company may schedule or reschedule a Flight Attendant on another air carrier (off-line) to deadhead. The Company and Union will establish and the Company will publish a list of air carriers that may be used for off-line transportation. For off-line deadheading, first class seating will be provided, if available, when a deadhead(s) flight segment is scheduled to exceed five hours (5:00) block-to-block and a working flight segment follows within the same duty period. Air Carriers may be added or deleted from the list with mutual consent of both parties.

**13. TELEPHONES/COMPUTERS**

- A. The Company will provide at each domicile airport a designated crew telephone and computers for scheduling check-ins. If more than one concourse is utilized, a crew telephone will be placed in each concourse. The designated crew telephone and computer must be easily accessible.
- B. The Company will provide a local toll free number for Flight Attendants to use to contact Crew Scheduling. If one cannot be provided, calls made to Crew Scheduling will be reimbursed. All Crew Scheduling lines must be recorded.