



**SOUTHWEST AIRLINES CO.**

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In accordance with Article 29.4 of the CBA, Southwest Airlines Co. ("Company") and the Transport Workers Union, Local 556 ("Union" or TWU Local 556") agree to extend the Satellite Base test initiated on January 1, 2018 (Phase I) to include the following timeframe: operate satellite bases beginning with the July 2019 bid period through the July 2020 bid period (Phase II). This test timeframe is necessary to accumulate additional and sufficient operating data/information to evaluate different testing models.

The Company will not open more than three (3) additional satellite bases, for a maximum of five (5) satellite bases during Phase II.

The following provisions shall apply:

1) General

- a) The Company will determine the city/cities at which the satellite base test will be conducted. The Company will seek TWU Local 556 input in order to determine the test city/cities. The Company will provide written notification to the President of TWU Local 556 once the satellite base test city/cities has been selected.
- b) Crew Scheduling involvement in satellite base pairing coverage will be used as a measurement component in determining the success of the satellite base test. Flight Attendants who cannot fly or do not want to fly an assigned satellite base pairing for any reason are expected to make a reasonable effort to cover that pairing through trip trade/giveaway with other Flight Attendants.
- c) At any time, the Company or TWU Local 556 may unilaterally terminate this agreement by providing written notice to the other party. In the event this agreement is terminated by either party, the Company will cease using any satellite base(s) no later than four (4) bid periods following receipt of the written notice of termination. Once this agreement is terminated and the Company ceases using the satellite base(s), all of the obligations under this letter of agreement will cease in all respects.
- d) During this test period, the provisions of this agreement will become amendable at the request of either party. Should deviations in the agreement be required, the Company and TWU Local 556 must agree to such deviations in writing.
- e) The Company will provide TWU with a bi-monthly overview of the program, and both parties agree to share Flight Attendant feedback regarding satellite bases. The parties may mutually agree to extend or modify the test.
- f) Unless otherwise specified in this document, all contractual provisions of the parties' CBA will apply.

- g) At the conclusion of this test, the parties will meet to mutually develop a long-term satellite base agreement. Until such agreement is made or this agreement to test is terminated under 1.c above, satellite base(s) will continue to operate under these provisions.

## 2) Satellite Base Assignment

- a) A vacancy bid for each satellite base will be added to the end of each Flight Attendant's existing vacancy bid. Flight Attendants will be responsible to maintain their vacancy bids in accordance with Article 29.1.B of the CBA.
- b) No Flight Attendant will be involuntarily displaced to a satellite base.
- c) Satellite base vacancies and reductions will be posted and awarded in accordance with Article 29.3 of the CBA. However, a satellite base will not be considered a new domicile as stipulated in Article 29.1.E of the CBA.
- d) The satellite base vacancy postings will include information regarding any commitment periods associated with each posting. A Flight Attendant who has successfully bid into a satellite base will not be permitted to transfer to another base for the duration of the commitment period specified in the posting unless the Company reduces the size of the satellite base.
- e) The Company will not be required to provide moving expenses for a Flight Attendant assigned to a satellite base.
- f) Flight Attendants who are assigned to fly out of a satellite base will be responsible for their own transportation to and from the satellite base.
- g) If a satellite base is reduced, Flight Attendants will be allowed to transfer back to their prior base in seniority order up to the amount of the base reduction. If an insufficient number of Flight Attendants elect to transfer back to their prior base, displacements will occur in reverse seniority order. The affected Flight Attendants will then be processed in the normal vacancy award required in Article 29.3 of the CBA.
- h) If a satellite base is closed for reasons other than the termination of this agreement, the Company will provide written notice to the TWU Local 556 President at least ninety (90) days prior to the closure. The affected Flight Attendants will be returned to their prior domicile, and will then be processed in the normal vacancy award required in Article 29.3 of the CBA.

## 3) Satellite Base Pairing Construction

All satellite base pairings will originate and terminate at the satellite base city.

## 4) Satellite Base Line Construction

The Company will determine on a month-by-month basis the number of bid lines that will be offered in the satellite base(s).

- a) Satellite base lines will be composed only of pairings that originate and terminate in the satellite base.
- b) The Line Building Rules agreed upon by the Company and the Scheduling Committee will not apply to satellite base lines. However, a satellite base line will not be constructed with more than two (2) forty-eight (48) hour minimum breaks.
- c) Satellite base lines may be scheduled with more than one change from AM to PM or vice versa.

- d) The Company will make every effort to create lines that pay at least eighty (80) TFP. However, lines may not be published with TFP values lower than fifty-eight and one-half (58.5) TFP.

5) Satellite Base Line Bids

- a) The Company may, but is not required to, offer Job Share or MRT in the satellite base.
- b) Bid lines will be posted and awarded in accordance with Article 10.1 of the CBA.
- c) VR lines will be built in a satellite base each month as outlined in section 4.d above, provided there are sufficient pairings.

6) Reserve

- a) The Company may, but is not required to, schedule Reserves in the satellite base.
- b) Reserve lines in a satellite base will be comprised solely of Ready Reserves.
- c) Ready Reserves in a satellite base will be entitled to self-assign pairings from that satellite base's Open Time starting at 1800 Local time the day prior to the report of the pairing by calling Crew Scheduling. The Reserve may self-assign any pairing out of the satellite base's Open Time equal to the number of domicile days of her/his Reserve obligation or days the Flight Attendant chooses to combine. In accordance with Article 11.3.C of the CBA, a Reserve who chooses to self-assign is required to remain on call until check-in of that pairing for a change of assignment during her/his contact hours.
- d) If no Flight Attendant lounge is available, a Ready Reserve sitting Airport Standby (APSB) will be required to remain available for contact at a specified location at the airport or on their cell phone at the airport as requested by Crew Scheduling.

7) Hours of Service

- a) **Extended Duty Periods:** If a Flight Attendant's duty period exceeds twelve and one-half (12:30) hours, and the Company denies a request to make adjustments to a satellite base pairing or satellite base Reserve day (to give the Flight Attendant time off equal to double the time spent on duty on the day the duty period exceeded twelve and one-half (12:30) hours), the Flight Attendant will be paid at double time (2.0) for all pairing(s) or portions of pairing(s) flown that otherwise would have been pulled until the necessary rest is received in accordance with Article 8.2.C of the CBA.
- b) **Crew Rest:** A Flight Attendant terminating at the satellite base the day after receiving less than nine hours thirty minutes (9:30) block to check-in crew rest who is denied the option to be replaced as outlined in Article 8.3.B.1 of the CBA will be paid at double and one-half (2.5) times for all pairing(s) or portions of pairing(s) flown that otherwise would have been pulled.
- c) **Domicile Break:** If a Flight Attendant does not have the required domicile break according to Article 8.6 of the CBA, and the Flight Attendant has at least nine (9) hours rest release to check-in, and is entitled to but denied the option outlined in Article 8.6 of the CBA, she/he will be paid at double time (2.0) for all pairing(s) or portions of pairing(s) flown that otherwise would have been pulled to provide the required domicile break. If a Flight Attendant runs late and because of that is not scheduled to receive the nine (9) hour minimum break, the Flight Attendant may request to adjust her/his report time no later than thirty (30) minutes prior to scheduled departure.

8) Overlap

All provisions of Article 10.9 of the CBA will apply.

9) Additional Flying and Exchange of Trips

- a) Pairings traded from and into Open Time must be for the same report date (domicile day). The trade cannot create an additional pairing in Open Time.
- b) A Flight Attendant requesting a compensatory day(s) from a satellite base pairing(s) or a satellite base Reserve day(s) must provide at least twenty four (24) hours' notice in advance of the check-in of the satellite base pairing or on-call obligation of the satellite base Reserve day.

10) Vacation

- a) When a Flight Attendant successfully bids into a satellite base, her/his unused assigned vacation weeks will be transferred to the satellite base.
- b) The following will apply if Crew Planning determines an excess of assigned vacation weeks in any given vacation slot:
  - i) The Company will notify the President of TWU Local 556 of the excess of assigned vacation weeks, and will consider recommendations from TWU Local 556 to resolve the issue.
  - ii) Assigned satellite base vacation weeks awarded in the annual vacation bidding process will be protected.
  - iii) All other vacation weeks may be required to be rebid or paid out in accordance with Article 14.4.A to resolve the excess issue. Reverse seniority will be used to determine which Flight Attendants will be required to rebid vacation weeks or be paid out.
- c) Flight Attendants who return to their previously assigned base as stipulated in section 2.g and 2.h of this agreement will be reassigned the vacation weeks they held while in that previous base, unless previously used. If the vacation week held in the previous base was for a month the Flight Attendant was in the satellite base, and was not awarded as a vacation week in the satellite base, it will be converted to a floating vacation week in that previous base.
- d) Flight Attendants assigned to a satellite base will have the option to fly any pairing overlapping or wholly contained within an assigned vacation week. She/he will be paid vacation pay above what is flown in accordance with Article 14 of the CBA. A Flight Attendant exercising this option must contact Crew Planning during the protest period of the Primary Bid Line award. If the Flight Attendant does not wish to fly the pairings during her/his vacation, the pairings will be pulled in accordance with Article 14.5.C of the CBA.
- e) Flight Attendants assigned to a satellite base for the month of July will bid the following year's vacation slots in the satellite base.
  - i) Any Flight Attendant leaving a satellite base voluntarily will transfer the awarded satellite base vacation slots to her/his previous base. Article 14.6.D of the CBA will apply.
  - ii) Any Flight Attendant leaving a satellite base due to reduction or closure will have the option to retain the awarded satellite base vacation slots or be awarded vacation slots she/he could have held with her/his seniority in the previous base.

#### 11) Attendance Policy/Sick Leave /Leave of Absence

- a) When a Flight Attendant calls prior to check-in and reports he/she might be late (M.B.L), the Flight Attendant is required to be at the aircraft thirty (30) minutes prior to scheduled departure for non-Regulatory Requirements (RR) flights, and forty five (45) minutes prior to scheduled departure for Regulatory Requirements (RR) flights.
- b) If a Flight Attendant is unable to work a satellite base pairing or Reserve block for any reason, she/he must make a reasonable effort to use trip trade/giveaway to resolve the situation. If the Flight Attendant is unable to work a satellite base pairing, she/he must contact Crew Scheduling no later than four (4) hours prior to the scheduled report time. A Flight Attendant reporting sick for a satellite base pairing less than four (4) hours prior to check-in will accrue two and one-half (2 ½) attendance points.
- c) A Flight Attendant who gives away a satellite base pairing or Reserve block within two (2) calendar days prior to scheduled departure due to personal illness may choose to be paid for such pairing from her/his sick bank. The Flight Attendant must contact Inflight Attendance and Leave prior to the pairing's report time if she/he wishes to receive sick pay. Inflight Attendance and Leave will place a non-fly bar with the appropriate credit on the Flight Attendant's screen for the duration of the pairing in question. The Flight Attendant will not be able to pick up an assignment that overlaps with the non-fly bar. A Flight Attendant who exercises this option will be paid in accordance with Article 16.1 of the CBA, and attendance points will accrue in accordance with Article 32 of the CBA. A Doctor's Statement or PIN may be used as stipulated in Article 32 to remove the attendance points.
- d) A Flight Attendant assigned to a satellite base who, due to inactive status, is not able to participate in the bidding process, will follow the process outlined in Article 10.1.A.8 of the CBA.

#### 12) Commuter Policy

- a) With the exception of section 12.b below, Article 33 of the CBA will not apply to a Flight Attendant who is unable to make her/his scheduled departure when utilizing air transportation to check-in for a satellite base pairing. She/he will be considered a No Show. The No Show policy will apply and the Flight Attendant will be assigned attendance points in accordance with Article 32.6 of the CBA.
- b) Article 33 of the CBA will apply to a Flight Attendant returning to a satellite base from a training event or required mandatory meeting.

#### 13) Administrative Support

- a) Each satellite base will be associated with a domicile (i.e. designated domicile) for administrative support purposes.
- b) A Flight Attendant will only be required to attend a mandatory meeting in her/his designated domicile, unless otherwise mutually agreed upon by the Flight Attendant and Company Leader. The Flight Attendant will be responsible for her/his own transportation to and from that meeting location.
- c) The Company will not be required to provide physical facilities (e.g. Flight Attendant Lounge, Flight Attendant Company mailboxes, etc.) or administrative support (e.g. uniforms to try on or loan, replacement items, etc.) at a satellite base. It is the Flight Attendant's responsibility to obtain all required items from her/his designated domicile. During this test timeframe, the Company will investigate ways to provide Company required items in satellite bases.

- d) Flight Attendants are required to check-in for their assignments in accordance with Article 32.2 of the CBA. If no computer or designated check-in telephone is available in the Satellite Base, a Flight Attendant must call Crew Scheduling from the airport to check-in.
- e) The Company will not be required to offer Recurrent Training and Company Required Training at the satellite base(s). Flight Attendants assigned to the satellite base(s) will be assigned Recurrent Training and Company Required Training in their designated domicile. Flight Attendants may trade assigned Recurrent Training in accordance with Article 10.8.B of the CBA.
- f) Flight Attendants assigned to a Satellite Base may provide the Company with self-addressed, prepaid envelopes/packages and request to have the contents of their mailboxes sent to them. The Company will not be responsible for the cost of this shipping.

Agreed: \_\_\_\_\_  
Lyn Montgomery, President TWU Local 556

Date: \_\_\_\_\_

Agreed: \_\_\_\_\_  
Brendan Conlon, Sr. Director Labor Relations

Date: \_\_\_\_\_

## Phase II Satellite Base Questions and Answers

### 1. What is a satellite base at Southwest Airlines and how is it different from a domicile?

A satellite base at Southwest Airlines is a very small base with different Flight Attendant work rules and administrative/support structure. The concept offers benefits to both the Flight Attendants and the Company. Flight Attendants have the ability to work out of the city where they live, typically in a location that would not be chosen as a domicile. A satellite base is designed to be self-sufficient, in that Flight Attendants are expected to make a reasonable effort to cover pairings for which they are unable to work.

### 2. How many satellite bases can be established for the Phase II test and when will the test begin?

The satellite base Phase II test can involve up to three additional satellite bases. Phase II of the test will begin on July 1, 2019, and changes to procedures will begin on that date.

### 3. When will the changes in the Phase II test become effective?

- Overlap changes become effective in the overlap period from July to August 2019.
- Changes affecting the daily operation (contractual pulls and commuter policy changes) become effective for assignments or adjustments beginning on or after August 1, 2019. *(This will allow time for the additional training and reporting needed to implement the changes.)*
- All other changes are effective immediately.

### 4. Will additional satellite base cities be opened during the Phase II test?

With the extension of the test to operate satellite bases from the July 2019 bid period through the July 2020 bid period, the Company is considering expanding the number of satellite bases up to three additional locations. We will evaluate the items listed below in the answer to Question #5 and seek input from the Union to choose the best location(s), should we decide to open additional satellite bases during the Phase II test.

### 5. How were AUS and FLL chosen for the Phase I satellite base test?

The Company selected AUS and FLL by analyzing a number of factors, including:

- Number of commuters residing in AUS and FLL
- Cost-effectiveness and quality of pairings out of those stations
- Number of overnight aircraft and Crews in those cities
- Proximity and connectivity with other bases
- Both stations are unlikely to become a traditional domicile in the near future

### 6. Why was the Phase I satellite base test extended?

The Phase I test was extended to see how some modified provisions work across a 12 month period. Before making a long-term agreement about satellite bases, we want to see they can be successful with these modified provisions during all different seasons, including summer and holidays. More information will help us work towards the best long-term agreement.

**7. How long has the test been extended?**

The Phase II test will operate from July 1, 2019 through the July 2020 bid period.

**8. What will happen throughout the Phase II test and at the end of the test?**

Throughout the Phase II test, the Company and the Union will meet to monitor how the satellite bases are operating and modify provisions if necessary. This monitoring will help in developing a long-term satellite base agreement. At the end of the Phase II test, and unless the Company or Union has requested to terminate the satellite base agreement, the satellite bases will continue to operate under the test agreement that is active at that time until a long-term agreement has been reached.

**9. How will success of the Phase II test be measured?**

As with the Phase I test, the Phase II test will primarily be measured based on the level of involvement by Crew Scheduling in satellite base Open Time coverage. Flight Attendants assigned to a satellite base are expected to pick up Open Time in that base.

**10. What will happen if the Phase II satellite base test is successful?**

If the Phase II satellite base test is successful, the Company will work with TWU on incorporating an established satellite base program in the CBA.

**11. What will happen if the Phase II satellite base test is not successful?**

The Company and TWU anticipate the Phase II satellite base test will be a success. However, if the Company or TWU feel the test is not successful, either party has the option to terminate the test by providing written notice to the other party. This notice would result in termination of the satellite base program. The satellite base(s) will cease operation no later than four (4) bid periods following receipt of the written notice of termination.

**12. How will feedback on the Phase II test be collected?**

Feedback will be collected through the existing form in LINK on the IEFB (iPad). Access: myMobile365 – My Forms – Inflight – LINK - Satellite Bases.

**13. Will Crew Planning use all of the originating aircraft or overnights in the satellite bases to build satellite base pairings during the Phase II test?**

Crew Planning will use a small portion of the originating aircraft to build satellite base pairings and the rest will remain as overnights in pairings from other bases. Having overnighting Crews and originating Crews in the satellite bases during the Phase II test will facilitate recovery options for irregular operations should the need arise.

**14. Will the satellite bases be staffed with Inflight Leaders?**

The satellite bases will not be staffed with Inflight Leaders. Flight Attendants assigned to the satellite bases will report to Inflight Leaders at a designated domicile. For the Phase II test, the designated domicile for AUS will continue to be HOU and the designated domicile for FLL will continue to be MCO. Designated domiciles for other satellite bases that open during the Phase II test will be communicated with the announcement of the satellite base opening. If you need to



Speak with an Inflight Leader or Support Staff, you should call or visit the Inflight office at your designated domicile or call the Base Manager NOC.

**15. Will satellite bases have Flight Attendant mailboxes?**

Satellite bases will not have mailboxes for Flight Attendants. If needed, Inflight Leaders will contact Flight Attendants assigned to a satellite base via phone or Company email account. Flight Attendants assigned to a satellite base may provide Leaders in their designated domicile with self-addressed and postage paid envelopes/packages and request to have the contents of their mailboxes sent to them.

**16. Can a Flight Attendant live in a different city and commute to a satellite base?**

It is highly recommended that only Flight Attendants living in the area of the satellite base city bid for or pick up satellite base pairings. However, there are no residency requirements for being awarded a satellite base or picking up a satellite base pairing.

It's important to note that the Commuter Policy will only apply to Flight Attendants returning to a satellite base from a training event or a required mandatory meeting. The Commuter Policy will not apply to Flight Attendants who are commuting into a satellite base for reasons other than this and are unable to arrive in domicile to check-in for a satellite base pairing. These Flight Attendants will be a No Show and accrue 2 ½ points under the Attendance Policy.

**17. Where will Flight Attendants who are assigned to a satellite base bid for Recurrent Training?**

Flight Attendants assigned to a satellite base will bid for Recurrent Training in the designated domicile of the satellite base. In accordance with Article 10.8.B, Flight Attendants may trade or pickup Recurrent Training in any domicile after Recurrent Training dates have been awarded.

**18. How will a Flight Attendant check-in for a satellite base pairing?**

If a check-in phone or computer is not available at the satellite bases, Flight Attendants may check-in for satellite base pairings by calling Crew Scheduling from the satellite base at or before check-in time.

**19. What should a Flight Attendant assigned to a satellite base do if she/he needs a loaner uniform, new badge, etc.?**

If necessary, the Flight Attendant should ensure coverage of her/his affected pairing(s). If the items are not available in the satellite base, the Flight Attendant will be responsible for obtaining the necessary item(s) from her/his designated domicile.

**20. What should a Flight Attendant assigned to a satellite base do if she/he cannot give a satellite base pairing away and needs to be pulled from that pairing?**

If, after trying to give away the pairing, the Flight Attendant needs to be pulled for sick leave, she/he should call Crew Scheduling. When necessary for other pulls, the Flight Attendant should call Inflight Leadership in her/his designated domicile or the Base Manager NOC to have the pairing pulled. As a reminder, Crew Scheduling involvement in satellite base pairing coverage will be used as a measurement component in determining the success of the satellite base test.

**21. Do the satellite base work rules only apply to the Flight Attendants assigned to a satellite base?**

No. The satellite base work rules apply to satellite base pairings and satellite base Reserve days/blocks, and any Flight Attendant who is scheduled to work a satellite base pairing or satellite base Reserve days/blocks. (As examples: 1) the satellite base work rules apply to a satellite base pairing picked up by a Flight Attendant from another domicile. 2) the satellite base work rules do not apply to a pairing or Reserve days/blocks from another domicile picked up by a Flight Attendant assigned to a satellite base.)

**22. Does the Company plan to build charters out of the satellite bases during the Phase II test?**

The Company does not currently plan to build charters out of the satellite bases during the test.

**23. Does the Company plan to operate the LODO program in the satellite bases or build LODO pairings out of the satellite bases during the test?**

Crew Planning has built a small number of LODO pairings and lines in FLL due to some LODO Flight Attendants successfully bidding into that satellite base in the regular vacancy award.

## **Vacancy, Seniority, Pairings, and Lines**

**24. How many Flight Attendants will be assigned to the satellite bases for the Phase II test?**

It's currently estimated that each satellite base will have approximately 100 Flight Attendants.

**25. How is the opening of additional satellite bases expected to affect the seniority of Flight Attendants in the current domiciles?**

Considering any satellite bases will be opened with a very small number of Flight Attendants, minimal impact is expected on the seniority of Flight Attendants in the current domiciles. The flying for the satellite bases should come from multiple existing domiciles, and therefore, any reductions in the amount of flying will be spread across those domiciles. In addition, we anticipate the vacancies for the satellite bases will be awarded to senior Flight Attendants. If this is the case, some Flight Attendants could actually gain seniority in existing domiciles.

**26. How will the satellite bases be staffed with Flight Attendants for the Phase II test?**

Crew Planning will staff the satellite base with Flight Attendants through the normal vacancy posting and award process. The vacancies in the satellite bases will be awarded in system seniority order.

One difference from the vacancy process outlined in Article 29.3 of the CBA is that no Flight Attendants will be forced into a satellite base. In addition, a Flight Attendant awarded a vacancy into a satellite base will be required to remain in that satellite base for the duration of the specified commitment period unless the satellite base closes or experiences a vacancy reduction.

**27. When will satellite base vacancies post?**

Vacancies for satellite bases will be included in the monthly vacancy postings.

**28. What is the commitment time period if I am successfully awarded a satellite base?**

The commitment periods will be specified with each vacancy posting. During Phase I of the satellite base tests, the commitment period was three months.

**29. Why is there a commitment period for a satellite base?**

Crew Planning starts building pairings approximately four months in advance of the bid period. Considering no Flight Attendants will be forced into a satellite base, Crew Planning needs to know at the time of building the pairings whether enough Flight Attendants have bid into the satellite base to cover the pairings and lines created.

**30. How do I update my vacancy if I want to bid into a satellite base?**

Vacancy bids for AUS and FLL were added to every Flight Attendant's vacancy choices in the past. Vacancy bids for any new satellite bases in the future will be added to the bottom of every Flight Attendant's vacancy choices before a vacancy is posted for a new satellite base. If you want to bid into a satellite base, you should move the satellite base to your #1 vacancy choice.

**Important:** if you have "right of return" to ATL (i.e. you are on the "right of return" list **and are not yet based in ATL**), you must keep ATL as your #1 choice to retain your "right of return". If you have "right of return" and wish to bid into a satellite base without giving up your "right of return", put the satellite base as your #2 choice.

**31. Will Flight Attendants be forced into a satellite base if there are not enough bidders?**

No.

**32. What will happen if not enough Flight Attendants bid to fill the satellite base vacancies?**

We will operate the test with the number of Flight Attendants who request to fill the vacancies. No Flight Attendants will be involuntarily displaced to fill a satellite base vacancy.

**33. How do I opt out of the satellite base after my commitment period is complete?**

If you want to opt out of the satellite base, you must email Crew Planning (Inflight.Planning@wnco.com) no later than two full bid periods prior.

You will then be placed in your previous domicile and processed in the vacancy for that month. For example, if you were previously in HOU, you would be returned to HOU. You could be awarded another base in the vacancy if you have that base above HOU in your choices and are senior enough to hold it.

**34. What will happen to the base assignment of Flight Attendants who choose to leave a satellite base upon completion of their commitment period?**

Flight Attendants who choose to leave a satellite base upon completion of their commitment period will be returned to their prior domicile and will subsequently be processed in the normal vacancy award required in Article 29.3 of the CBA. They will be returned to their prior domicile regardless of whether a vacancy exists in that domicile for that month.

**35. What must a Flight Attendant do with the priority order of her/his vacancy bids to protect an existing vacancy return priority (i.e. right of return) to another domicile?**

To protect an existing right of return, a Flight Attendant must keep her/his bid for that domicile as her/his highest priority bid. If a Flight Attendant places a vacancy bid for another domicile (including a satellite base) higher in priority order than her/his right of return bid and is awarded that higher priority bid, she/he forfeits the right of return.

**36. If I have right of return to ATL, but am not yet based in ATL, how can I make sure I retain my right of return if I participate in the satellite base test?**

If you have right of return to ATL, you must keep ATL as your #1 choice in your vacancy bid to retain that right of return. If you are successfully awarded a satellite base vacancy, you will be required to remain in the satellite base during the duration of the commitment period. You would not be eligible to go to ATL during that commitment period. Once that commitment period is over, you will still be eligible for right of return as long as you have kept ATL as your #1 choice.

**37. If I am based in ATL and choose to participate in the satellite base test, will I forfeit my spot in ATL?**

No. If you choose to leave the satellite base after the commitment period is over (or if the satellite base is reduced/closed), you will return to your previous base, which is ATL.

**38. Are satellite bases being used to reduce our current domiciles?**

As a whole, our current 11 domiciles are predicted to grow in size during 2019. Keep in mind some bases will grow more than others, and some may be reduced slightly based on changes to our operation and flight schedule and overall staffing needs in each domicile.

**39. Will additional satellite base vacancy slots be posted in the current satellite bases during the Phase II test?**

Additional vacancy slots may be posted in the current satellite bases during the Phase II test based on changes to our operation/network, number of bidders, and overall staffing needs in each satellite base.

**40. Do the line building rules apply to satellite bases and will the satellite base lines look different than lines in a normal base?**

The line building rules agreed to by the Company and the Scheduling Committee do not apply to line construction in the satellite bases. Some lines in the satellite bases could look different than lines in a domicile. The size of each satellite base will be much smaller than all of the domiciles and there will not be as many choices for line bidding. We anticipate only having 2-3 lines for each day of the week in the satellite bases. The goal is to create lines that pay at least 80 TFP. However, due to the limited flying, it may be necessary to create some lines that pay less than 80 TFP. Lines will not be built that pay less than 58.5 TFP.

**41. How will the opening of the satellite bases affect the lines in existing bases?**

The flying for the satellite bases should come from multiple domiciles, and therefore, any reductions in the amount of flying should be spread across those domiciles. As a result, we

anticipate the opening of new satellite bases will have minimal impact on the lines in existing domiciles.

**42. Will the satellite bases have Reserves?**

The Company plans to continue staffing minimal to no Reserves in the satellite bases. It's important to keep in mind that Crew Scheduling involvement in satellite base pairing coverage will be used as a measurement component in determining the success of the satellite base test.

## **Trip Trade/Giveaway**

**43. Can a Flight Attendant trade satellite base pairings?**

Flight Attendants can trade, pick up and give away satellite base pairings with other Flight Attendants. Satellite base pairings traded with satellite base Open Time must be for the same report date (domicile day).

**44. When can a Flight Attendant trade a satellite base pairing with Flight Attendants in another domicile?**

Trades for satellite base pairings for the following month with Flight Attendants in another domicile will be permitted on the last day of the month in accordance with Article 12.7.B of the CBA.

## **Vacation**

**45. Will a Flight Attendant retain her/his vacation slot(s) if she/he successfully bids into a satellite base?**

A Flight Attendant will retain her/his vacation slot(s) unless Crew Planning determines an excess of assigned vacation weeks in any given vacation slot in the satellite base. If this occurs, reverse seniority will be used to determine which Flight Attendants will be required to rebid vacation weeks in the satellite base or be paid for the vacation in accordance with Article 14.4.A. Flight Attendants wanting to retain their previously awarded vacation slots should consider the possibility of losing those slots when bidding into a satellite base.

**46. Will a Flight Attendant who bid vacation in the satellite base be required to rebid vacation weeks?**

Flight Attendants who bid and were awarded vacation weeks in the satellite base and remain in the satellite base will not be required to rebid or be paid out for those vacation weeks.

**47. How will vacation bidding work for the satellite base?**

If you are in a satellite base for the July bid period, you will bid your next year's vacation in the satellite base.

**48. What will happen to vacation slots awarded in the satellite base if I am forced out of the satellite base or the satellite base is closed during the Phase II test?**

If you are forced out of the satellite base due to reduction or closure, you may either keep the satellite base slots awarded to you, or you may rebid your vacation in your previous domicile.

Crew Planning will award you any slots you could have held with your seniority in your previous domicile.

**49. What will happen to my vacation weeks awarded in the satellite base if I voluntarily leave the satellite base after July?**

If you leave the satellite base voluntarily, you will keep the vacation slots you were awarded in the satellite base. If you leave the satellite base after July but before all rounds of vacation bidding are complete, you will continue to bid your vacation weeks out of the satellite base. This procedure is the same as how vacancy transfers during vacation bidding work in other domiciles. Please note that Article 14.6.D of the CBA still applies to satellite base vacation slots awarded for the week(s) of Thanksgiving and the last two weeks of December.

**50. What options do I have for vacation trading in a satellite base?**

CWA will only allow you to trade your vacation with other slots in your satellite base.

Flight Attendants in newly established satellite bases in which vacation weeks have not been bid and awarded, may trade with other Flight Attendants or open slots in their designated domicile (i.e. currently HOU for AUS and MCO for FLL) by calling Crew Planning. Crew Planning will process the trade for you manually. Please keep in mind Crew Planning is typically open Monday through Friday during normal business hours (0800-1700 Central Time). The trade will only be processed if the vacation slot is still available when Crew Planning receives your request.

This trading option will not be available in years where vacation weeks have been bid and awarded in that satellite base.

**51. Will satellite base pairings be pulled for vacation?**

Satellite base pairings overlapping or wholly contained with a vacation will be pulled in accordance with Article 14 of the CBA unless the Flight Attendant wants to fly the pairing(s). A Flight Attendant who wants to fly the pairing(s) must contact Crew Planning during the protest period of the Primary Bid Line award. Flight Attendants exercising this option will receive pay for the vacation on top of the pay for the pairing(s).

## **Absences/Open Flying**

**52. How will Crew Scheduling cover absences in a satellite base?**

Flight Attendants who are unable to work a satellite base pairing are expected to find another Flight Attendant to work that pairing. The satellite base program could be discontinued if Crew Scheduling is required to cover satellite base pairings due to absences.

- i. It's recommended that Flight Attendants in the satellite base keep a contact list of Flight Attendants who may be willing to fly out of the satellite base and assist in such cases.
- ii. If a Flight Attendant is unable to find another Flight Attendant to work the pairing, she/he should contact Crew Scheduling no later than four (4) hours prior to the scheduled report time of the satellite base pairing. If a Flight Attendant reports ill for a satellite base pairing less than 4 hours prior to report time, she/he will accrue 2 ½ attendance points. In this situation, a Doctor's Statement or PIN may not be used to remove those 2 ½ attendance points. It's vital

that Crew Scheduling has enough notice to cover satellite base pairings to avoid flight delays or cancellations.

**53. If a Flight Attendant is expected to give away satellite base pairings in lieu of calling in sick, can the Flight Attendant still receive sick pay?**

Flight Attendants who give away a satellite base pairing due to illness have the option to contact Inflight Payroll Audit and request sick pay for that pairing. The Flight Attendant must notify Inflight Payroll Audit prior to the check-in time of the pairing. Inflight Payroll Audit will place a sick nonfly bar with the appropriate credit on the Flight Attendant's screen for the duration of the pairing traded away. Flight Attendants who choose this option will accrue attendance points in accordance with Article 32 of the CBA. A Doctor's Statement or PIN may be used as stipulated in Article 32 to remove the attendance points.

**54. What will happen if a Flight Attendant returns from a leave of absence while assigned to a satellite base and was not able to participate in the line bidding for that bid period?**

A Flight Attendant assigned to a satellite base who returns from a leave of absence will follow the process outlined in Article 10.1.A.8 of the CBA.

**55. What will happen if Crew Scheduling has to cover Open Time in a satellite base?**

Crew Scheduling involvement in satellite base pairing coverage will continue to be used as a measurement component in determining the success of the satellite base test. Flight Attendants assigned to a satellite base are expected to pick up the Open Time in that satellite base. The Phase II test will start with minimal to no Reserves in the satellite bases. While Crew Scheduling will use the limited number of Reserves (if scheduled) in the satellite base to cover Open Time pairings, coverage requirements could also result in reschedules to Flight Attendants on line or the necessity to add deadheads from other bases. Rescheduling Flight Attendants on line and/or adding deadheads will be costly and impactful to the Flight Attendant workgroup. The satellite base test must continue to be cost-effective and must not negatively impact the Flight Attendant workgroup to be successful.

**56. Do the same conditions apply to pairings picked up from Open Time during the Overlap period in a satellite base and a regular domicile?**

Yes.

**57. Will Crew Scheduling offer satellite base pairings for VJA?**

Crew Scheduling will offer satellite base pairings for VJA if needed. However, the necessity to offer VJA in a satellite base will also continue to be a measurement component in determining the success of the satellite base test.

**58. If a Flight Attendant chooses to give away a pairing or Reserve block due to illness and also chooses to be paid out of her/his sick bank, is it permissible to travel nonrev?**

No, the Employee Travel Privilege Policies will apply as if the Flight Attendant is on sick leave.

**59. A satellite base Flight Attendant is pulled by Scheduling under the commuter policy from a *non-satellite base trip* and has 30 days to pick up a trip. Is the Flight Attendant limited to picking up a trip from the pulled trip's Open Time, or can she/he pick up out of any base?**

Flight Attendants who are required to pick up a pairing out of Open Time due to a commuter policy pull are free to pick up out of any base, including a satellite base.

## **Legalities/Overlap**

- 60. Under the Phase II satellite base test agreement, does a Flight Attendant have the option to be pulled from a satellite base pairing, a portion of a satellite base pairing, or a satellite base Reserve day for contractual illegalities (e.g. double the time off spent on duty after an illegal duty day, 12-hour domicile break, etc.)?**

A Flight Attendant will have the option to be pulled from a satellite base pairing, a portion of a satellite base pairing, or a satellite base Reserve day for contractual illegalities when possible.

- 61. What will happen when a Flight Attendant calls Crew Scheduling to exercise her/his option to be pulled from her/his satellite base pairing, a portion of a satellite base pairing or satellite base Reserve day due to contractual illegalities?**

Crew Scheduling will evaluate the Flight Attendant's request based on an ability to cover pairings in satellite base Open Time on the beginning date of the satellite base pairing or satellite base Reserve day for which a pull is being requested. The goal is to grant these pulls when possible, but there may be situations where a pull cannot be granted due to coverage concerns.

For example, if the pull would result in a satellite base open time pairing, and there is not a satellite base Reserve to cover it or sufficient time to build a legal pairing from another base and assign to a Reserve with sufficient notice to cover it, the request may not be granted. This is more likely to happen when a pull is requested for an early AM originator without enough time to deadhead someone in from another base with legal rest to cover the first working flight.

Additionally, if the requested pull is for a satellite base Reserve day, the Reserve is needed to cover a pairing *already* in satellite base open time on that date, and there is not sufficient time to build a legal pairing from another base to cover that open time pairing, the request may not be granted.

The Flight Attendant whose request/option is not granted will be paid the additional premium as stated in section 7 of the Phase II satellite base test agreement.

- 62. What if a Flight Attendant is FAR illegal for a satellite base pairing?**

Crew Scheduling will resolve the illegality and will place the satellite base pairing or portion of the pairing in the satellite base Open Time. Crew Scheduling involvement in satellite base pairing coverage will continue to be used as a measurement component in determining the success of the satellite base test.

- 63. How will a Flight Attendant's schedule be adjusted for overlap?**

Beginning with the July 2019 to August 2019 overlap, all provisions of Article 10.9 of the CBA will apply.



## **Reserve**

### **64. What Reserve requirements apply if a Flight Attendant who is on Reserve in a satellite base self-assigns a pairing from Open Time?**

All normal Reserve requirements apply. For example: 1) In accordance with Article 11.3.C of the CBA, a Reserve who chooses to self-assign is required to remain on call for a change of assignment during her/his contact hours as outlined in Article 11 until check-in of that pairing, 2) The Reserve is required to be within 2 hours driving-distance from the satellite base (of the Reserve assignment) during Reserve contact hours, etc.

### **65. If I am sitting Ready Reserve in a satellite base, when does my contact time begin?**

Your contact time for the first day of your Ready Reserve block begins two hours prior to the first possible check-in in the satellite base. This is three hours prior to the first scheduled flight in that station. Subsequent day(s) of the Reserve block will be on a twenty-four (24) hour basis. *(Note: Technology issues exist in CSS/CWA that prevents Ready Reserve on-call times beginning prior to 0300 Central Time. Until these technology issues are fixed, no Ready Reserve will go on call earlier than 0300 Central Time on the first day of a Reserve block.)*