



46 be considered and all attendance points and performance issues separated out into the
47 two tracks. In such situation, the supervisor will look at only the attendance points or
48 only the performance issues when assessing the discipline for the triggering event.
49

50 **Example:** FA Mary is on a final warning Performance Improvement Plan 2 (PIP 2) for
51 "customer complaints" and currently has 2 attendance points. Then Mary no-shows for
52 a trip which is a 4 point assessment. Her supervisor will look at Mary's Reliability report
53 and exclude Mary's PIP 2 when deciding how to treat Mary's "no-show". Mary will be at
54 6 points, her PIP2 for performance issues will not be considered and she will be given a
55 verbal warning. There will be no change made to the terms of the PIP 2 and her verbal
56 warning will run concurrently with the PIP 2.
57

58 5. There will be no obligation to retroactively go back and assess each Flight Attendant's
59 discipline and Reliability report for any Flight Attendant on a PIP 1 or lesser discipline.
60 Any Flight Attendant on a PIP 2 level discipline will have her/his Reliability Report
61 reviewed no later than November 30, 2017, and the reliability and performance discipline
62 re-issued separately and backdated appropriately for each. A "look-back" will happen on
63 a go-forward basis in the event that a reliability or performance issue occurs for Flight
64 Attendants who are not on a PIP 2 level discipline.
65

66 6. In conjunction with attendance discipline including counseling, written warnings, and
67 final warnings, the Company will send a letter outlining the various protected leave
68 options. This will include resources available to the Flight Attendant such as EAP and
69 possible steps to take if the Flight Attendant is ineligible for a protected leave of
70 absence. Additionally, an offer to contact the Performance Supervisor to discuss the
71 Flight Attendant's individual situation will be extended. Investigation meetings will
72 continue to be in person for Flight Attendants reaching 12 points unless otherwise
73 requested by the Flight Attendant and/or AFA representative.

74 7. ADMINISTRATION OF DISCIPLINE

75 a. In connection with discipline given under the VX Reliability Policy, the twelve (12)
76 day disciplinary notice requirements will be applied as follows:

77 1) The Company will give notice of the disciplinary action within twelve (12) days
78 after the date the Company, including Crewmember Support Services (CSS),
79 could reasonably have knowledge of the occurrence that leads a Flight
80 Attendant's total point accumulation to trigger disciplinary action. If the Company
81 does not give notice of the disciplinary action within twelve (12) days after the
82 date the Company could reasonably have knowledge of the event leading to the
83 discipline, the notice of discipline, if issued, will be removed from the Flight
84 Attendant's personnel file. The points associated with the most recent occurrence
85 will be deleted from the Flight Attendant's record and the Flight Attendant will be
86 considered exonerated.

87 2) If the Flight Attendant's total point accumulation triggers disciplinary action, the
88 Company will give notice of disciplinary action within twelve (12) days after the
89 first day of the sick coding on the Flight Attendant's schedule. If the Company
90 does not give notice of the disciplinary action within twelve (12) days after the



91 first day of the sick coding on the Flight Attendant’s schedule, the notice of
92 discipline, if issued, will be removed from the Flight Attendant's personnel file.
93 The points associated with the most recent occurrence will be deleted from the
94 Flight Attendant's record and the Flight Attendant will be considered exonerated.

95 3) Saturdays, Sundays and recognized holidays are excluded from calculation of the
96 twelve (12) days.

97 4) Notwithstanding the time limits described above, the Company is not required to
98 delete points from the Flight Attendant's record when notices of discipline are
99 unable to be timely sent or received, or counseling is unable to be given due to
100 the rapid accumulation of points by the Flight Attendant.

101 b. Time limits for issuance of discipline shall be those provided above. Notice will be
102 sent via certified mail and also via email to the Flight Attendant.

103
104 8. The Association is not required to file a grievance at every level in a Flight Attendant’s
105 discipline in order to go back and dispute any specific discipline within attendance or
106 reliability that contributes to a Flight Attendant’s potential termination.

107
108 Agreed this 26th day of October 2017.

109
110 FOR: ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO

FOR: VIRGIN AMERICA

111
112
113
114 /s/ Sara Nelson
115 Sara Nelson
116 International President

/s/ Greg Mays
Greg Mays
Vice President, Labor Relations

117
118 /s/ Jeffrey Peterson
119 Jeffrey Peterson
120 Alaska MEC President

/s/ Jeff Butler
Jeff Butler
Vice President, Inflight and Call Center Services

121
122
123 /s/ Paula Mastrangelo
124 Paula Mastrangelo
125 AFA Senior Staff Negotiator

/s/ Elizabeth Ryan
Elizabeth Ryan
Managing Director, Labor Relations