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**SIDELETTER OF AGREEMENT
between
ALASKA AIRLINES, INC.
and the
ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO**

VIRGIN AMERICA INFLIGHT TEAMMATE WORK RULES V5 AMENDMENTS

10 This SIDE LETTER OF AGREEMENT is made and entered into in accordance with the
11 provisions of the Railway Labor Act (RLA), as amended, by and between ALASKA
12 AIRLINES, INC. ("Company") and the PRE-MERGER VIRGIN AMERICA (L-VX or "ALASKA
13 AIRBUS") FLIGHT ATTENDANTS IN THE SERVICE OF ALASKA AIRLINES, INC. AS
14 REPRESENTED BY THE ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO ("AFA"
15 or the "Association").

16 Alaska Airbus Flight Attendants are currently working under "Virgin America InFlight
17 Teammate Work Rules v5" ("Work Rules v5") as modified by other letters of agreement
18 between the Company and the Association ("the parties"). The parties acknowledge that
19 some disparities exist between the work rules reflected in Work Rules v5 and the work
20 rules in actual practice as of the date of ratification of the AFA Alaska Airlines-Virgin
21 America Merger Agreement.

22 In order to memorialize all known work rules that were previously communicated by
23 Work Rule Amendments, InFlight Reviews or standalone email communications to all
24 Alaska Airbus Flight Attendants, the parties agree to the following amendments to Work
25 Rules v5.

26 *[Note: ITL provisions are included for historical reference only. ITL was superseded by A*
27 *position effective June 2018.]*

- 28 **1) CABIN POSITIONING (Chapter 1.B) – To be inserted after section B**
29 a) At the start of a pairing, ITMs will select the cabin position they wish to work
30 (ITM #2 or ITM #3) for the duration of the pairing based on InFlight Seniority.
31 The ITL position will be filled as defined in **SECTION C – SENIORITY**
32 **REQUIREMENTS FOR WORKING AS ITL**. Each ITM must remain in that
33 position throughout the duration of the pairing, unless otherwise specified in
34 **SECTION C – SENIORITY REQUIREMENTS FOR WORKING AS ITL**
35 b) If either ITM #2 or ITM #3 leaves the pairing, the vacated position will be filled
36 by the crewmember joining the pairing, unless otherwise specified in **SECTION**
37 **C – SENIORITY REQUIREMENTS FOR WORKING AS ITL**. If both ITM #2
38 and ITM#3 leave the pairing, the new crewmembers will fill the ITM #2 and ITM
39 #3 positions in accordance with Paragraph 1 above.

Intent of Revisions: To clarify that the cabin positions of intact crews will not be disrupted by split trip pairings except when the ITL position is affected.

2) ITL DOWNGRADE (Chapter 1.E.2) – Replace paragraph 2 with revised wording

a) An ITL may bid to voluntarily downgrade to ITM status between the 1st and 15th day of each calendar quarter by emailing the request to his or her supervisor. The ITL will be downgraded to ITM status effective the first day of the next calendar quarter. In the interim period, the ITM will be required to bid as ITL. The table below can be used as a reference for the effective date of a voluntary ITL downgrade:

Date ITL Emails Bid to Voluntarily Downgrade to ITM	Bid Month that Teammate will Begin Bidding as ITM
January 1 st - 15 th	April
April 1 st -15 th	July
July 1 st -15 th	October
October 1 st -15 th	January

Intent of Revisions: To clarify the dates for which an ITL may request to downgrade to bid as ITM.

3) RESERVE SCHEDULE ADJUSTMENTS (Chapter 5.L.1) – Revised language

a) Changes to a pairing that are made after that pairing has been assigned to a reserve ITM are not considered displacements or reassignments unless the duty period(s) changed were assigned on a Willing to Fly (WTF) day, as defined in paragraph 11 of this section. Reserve ITMs are not eligible for displacement pay protection unless the duty period(s) affected were assigned on a Willing to Fly (WTF) day in accordance with **Chapter 10 – Getting Paid** section E.

4) RESERVE SCHEDULE ADJUSTMENTS (Chapter 5.L.11) – New subparagraph c

a) A reserve ITM will be eligible for pay protection due to displacement or reassignment for duty periods assigned on WTF days in accordance with **Chapter 10 – Getting Paid** section E.

Intent of Revisions: To ensure reserves are pay protected for company modifications made to duty periods assigned on WTF days.

5) BUDDY BIDDING (Chapter 6.A.3) – To be inserted after paragraph b

- a) A Buddy Bid is a bid option in FLICA’s Pref Bid that allows ITMs to submit requests to fly the same pairing(s) as another ITM from the same base/satellite base. More information on how to submit a Buddy Bid can be found in the Buddy Bid tutorial on FLICA.
- b) When two ITMs submit a buddy bid, FLICA will use the junior ITM’s InFlight Seniority to award pairings to the senior ITM.
- c) When two ITMs submit a buddy bid, FLICA will lower the senior ITMs bidding seniority to match the InFlight Seniority of the junior ITM submitting the Buddy

- 78 Bid. The pairing(s) will be awarded based on the ITMs' preferences at the
79 updated seniority.
- 80 d) When the junior ITM is not senior enough to hold a line, there is a possibility that
81 both ITMs will be awarded a reserve line even if the senior ITM could have held a
82 line if he/she did not Buddy Bid. In this case, both ITMs will be assigned to
83 reserve and each will be required to bid for an individual reserve schedule.
- 84 e) ITLs do not have the ability to buddy bid with ITMs since ITL awards are run
85 separately from ITM awards.

86 **Intent of Revisions:** To clarify that when buddy bidding, it is possible that both
87 ITMs may be placed on reserve if the junior ITM cannot hold a line for that bid
88 period.

89

90 **6) PAY PROTECTION FOR RESERVES (Chapter 10.E.4) – Revised paragraph (a)**
91 *and insert new paragraph (b)*

- 92 a) Modifications to pairings on an RAP day do not qualify as displacements. As
93 such, these modifications are not entitled to pay protection.
- 94 b) Modifications made to a reserve ITM's duty periods on Willing To Fly (WTF) days
95 are eligible for pay protection. Pay protection will only apply to duty periods
96 that were assigned on WTF days, and not to duty periods that operate on
97 originally scheduled reserve days.
- 98 i. A Reserve ITM must request pay protection for
99 displacements/reassignments on WTF days by submitting a Crew Comment
100 on his/her Rainmaker report for the applicable date.

101 **Intent of Revisions:** To ensure reserves are pay protected for company
102 modifications made to duty periods assigned on WTF days.

103

104 **7) CALCULATING AN ITM'S TOTAL PAY FOR BID PERIOD (Chapter 10.B.5) –**
105 *New subparagraph c.*

- 106 a) Pay protection for duty periods assigned while on Reserve WTF days.

107 **Intent of Revision:** To advise ITMs of the need to self report credits that are
108 not automatically calculated by Rainmaker. To ensure that pay protection for
109 Reserve WTF assignments is applied.

110

111 **8) RESERVE LONGEVITY OVERRIDE STIPEND (Chapter 10.I.14) – New**
112 *paragraph 14*

- 113 a) Reserve Longevity Override Stipend
- 114 i) ITMs will be eligible for a \$100 Reserve override stipend starting with the
115 first full bid month of Reserve that takes place after successful completion
116 of their Introductory Period, provided all of the following criteria are met:
117 (1) The teammate has been awarded a Reserve schedule for that bid
118 month.
119 (2) The bid period does not consist entirely of paid and/or unpaid
120 absences

121 **Intent of Revision:** To recognize the contributions of ITMs who could be on
122 Reserve for extended periods of time. To compensate ITMs who voluntarily bid for
123 Reserve when they are senior enough to hold a line.
124

125 **9) STUFF HAPPENS PASS (Chapter 2.B.15.b)**

126 a) Requirements for an ITM to use his/her SHP:

127 i) ITMs become eligible for the SHP the day after successfully completing their
128 Introductory Period.

129 **Intent of Revisions:** To reflect that a new ITM will become eligible to use his/her
130 Stuff Happens Pass the day after successful completion of his/her new Introductory
131 Period.
132

133 **10) DISPLACEMENT AND REASSIGNMENT (Chapter 7.C.3) - *New Section to***
134 *be inserted after Paragraph (e)*

135 a) When CSS determines it is necessary to displace a Flight Attendant (FA) from a
136 flight(s) prior to 1900 the calendar day prior to the pairing report time the
137 following procedure will be used:

138 i) Reassignment will be assigned in reverse inflight department seniority order
139 of the Flight Attendant (FA) scheduled to work the flight at time of
140 displacement.

141 ii) If CSS has a flying assignment available for the FA(s) at the time of
142 displacement, she/he will be reassigned to that flight duty.

143 iii) If there is no reassignment at the time of displacement the FA(s) will be
144 placed on DRA status and be required to call CSS between 1900-2000 (base
145 local time) the calendar day prior to the pairing report time to be reassigned
146 or released.

147 (1) CSS may place a reassignment on a FA(s) schedule at any time from the
148 assignment of DRA up until 1900 the calendar day prior.

149 (2) FA(s) can also check their schedule prior and mark themselves notified in
150 our crew tracking software of any reassignment. Once the reassignment
151 has been acknowledged in the crew tracking software the FA(s) would
152 not be required to call CSS.

153 (3) If there is no reassignment for the FA by 1900 the calendar day prior the
154 FA will be released (DRL).

155 (4) If the FA is flying during the call back window stated above, they will be
156 granted an extension. The FA must call CSS within 30 minutes of the last
157 flight blocking in that prevented contact between 1900-2000.

158 iv) If there is no reassignment available, CSS will attempt to call the FA(s) and
159 offer the displacement (DRL) in inflight department seniority order. If the FA
160 does not return CSS call within 30 mins, CSS will then contact the next most
161 senior FA and offer the displacement. If none of the senior FA(s) can be
162 reached the most junior FA will be displaced.

163 v) CSS reserves the right to staff flight segments above minimum required crew
164 complement. This can be due to operational need, or to provide additional
165 service to our guests.

166 1. When CSS determines it is necessary to displace a Flight Attendance
167 from a flight(s) after 2000 the calendar day prior to the pairing report
168 time the following procedures will be used:
169

170 **11) RESERVE USE OF OPEN TIME & TRADEBOARD (Chapter 5.L.12) - New**
171 *Section to be inserted after Section 11.b*

- 172 a. On their days off, Reserves will be able to ADD, DROP, TRADE, and SWAP
173 pairings that were not assigned to them by CSS.
174 b. Reserve Open Time & Tradeboard will begin by 2100 on the 18th of the
175 month prior to the start of the bid month.
176 c. All Reserve voluntary schedule adjustments will be governed by the rules
177 outlined in Chapter 7.B.1 & Chapter 7.B.2.
178 i. Additionally, a reserve voluntary request must have at least 25 hours
179 and 30 minutes (25:30) off between the pairing and any reserve days.
180 d) If a reserve ITM has fewer than 12 unpaid days off for the bid period, as a
181 result of a voluntary schedule adjustment, his/her bid line guarantee will
182 be increased by the actual credit value of the duty period (s) reporting on
183 the original days (s) off.
184 i. Displacements or reassignments of a Reserve ITM's duty periods, added
185 as a result of voluntary schedule adjustments, are eligible for pay
186 protection. Pay protection will only apply to duty periods that were
187 scheduled to operate on days off, and not to duty periods that operate
188 on originally scheduled reserve days. Pay protection will be calculated in
189 accordance with Chapter 10.
190 ii. A Reserve ITM must request pay protection for such
191 displacement/reassignments on days off by submitting a 'Crew
192 Comment' on his/her Rainmaker report for the applicable date.
193 e) Pairings added as such will not be eligible for premium pay unless the
194 criteria in Chapter 10.I.5 are met.
195 f) Absences for voluntary schedule adjustments will be compensated in
196 accordance with the rules outlined in Chapter 10.G for reserves.
197

198 **12) READY TO WORK – ABLE TO RETURN TO DUTY: - To replace "Calling In**
199 *Well"*

200 Flight Attendants who have called in sick for a pairing or RDP will be able to return
201 "ready to work" as early as the calendar day after the first day of the pairing or RDP
202 missed. When able to return "ready to work," an Flight Attendant should notify CSS
203 as soon as possible. If the absence has been longer than six (6) consecutive
204 calendar days, the Flight Attendant must also comply with the requirements in

205 **Chapter 8- NON-WORK RELATED INJURIES AND ILLNESSES.**

- 206 a) Flight Attendants can return "ready to work" in the following ways:
207 i) Reserves can return to a RDP the calendar day after the day for which the
208 Reserve called out. Reserves will be automatically placed back on Reserve
209 status starting with their next RDP unless the Reserve calls and notifies CSS
210 that they are still sick or in need of leave, or have previously notified CSS
211 that they will be sick for multiple days.
212 ii) Lineholders who are ready to return to work may do so in one of two ways:

- 213 (1) The Flight Attendant may add available pairings from Open Time which
214 commence on one of the calendar days of the original pairing for which
215 the Flight Attendant called out sick; or
- 216 (2) The Flight Attendant may request that CSS allow the Flight Attendant to
217 return to her/his original pairing when it comes through her/his base.
- 218 (a) This option is available if the pairing has been covered by a Reserve,
219 but not available in cases in which the Flight Attendant has been
220 replaced by a Lineholder or by a Reserve assigned to the pairing as
221 Willing to Fly.
- 222 (b) To exercise this option, the Flight Attendant must notify CSS by
223 telephone at least four (4) hours prior to the scheduled departure
224 time for the leg to which she/he would like to return.
- 225 iii) A Flight Attendant choosing to return to duty using this option will be paid in
226 accordance with **Chapter 10—Getting Paid**
- 227 iv) The Flight Attendant will be assessed points under the Reliability Policy for
228 any RDPs or pairing calendar days missed due to the original callout, in
229 accordance with **CHAPTER 2— RELIABILITY POLICY AND**
230 **PERFORMANCE EXPECTATIONS** and applicable law. Lineholders will not
231 be assessed points for any day(s) of the original pairing for which they
232 subsequently work.
- 233 v) This policy does not modify the current rules applicable to sick calls out-of-
234 base, which are set forth in **Chapter 8- NON-WORK RELATED INJURIES**
235 **AND ILLNESSES.**
- 236 b) In the case of a planned medical absence (such as surgery), InFlight Leadership,
237 in conjunction with the People Team, may authorize a Flight Attendant to be
238 removed from flying status for the planned absence once the Flight Attendant
239 provides written documentation from a physician.
240 If a Flight Attendant misses work due to injury or illness, a doctor’s note may be
241 required, but will not excuse the absence unless the Flight Attendant applies for
242 and is approved for a leave of absence in accordance with **Chapter 8- NON-**
243 **WORK RELATED INJURIES AND ILLNESSES.**
- 244 c) Flight Attendants may not utilize travel privileges while absent from work for
245 illness or injury without prior approval.
- 246 d) Use of sick leave for reasons other than illness will not be tolerated. Absences
247 which are falsely reported as ‘due to illness’ or which are unexplained or
248 unapproved may result in corrective action up to and including separation of
249 employment. Excessive absences and/or tardies will also result in corrective
250 action, unless the absences/tardies are legally protected or otherwise excused, in
251 accordance with **CHAPTER 2— RELIABILITY POLICY AND PERFORMANCE**
252 **EXPECTATIONS.**
- 253
- 254 **13) LINEHOLDER BID AWARD BUFFERS**
- 255 Flight Attendants will not be awarded a pairing that would cause her/him to be
256 released from duty after 2200 base local time on her/his 6th consecutive
257 calendar day of duty.
- 258
- 259 **14) VOLUNTARY SCHEDULE ADJUSTMENT IMPORVEMENTS**

- 260 a) Flight Attendants can submit DROP requests no less than 12 hours before the
261 report time of the pairing to be dropped.
262 b) Flight Attendants can submit to ADD/PICK UP pairing without a monthly
263 maximum credit hour limitation.
264 c) Flight Attendants voluntary schedule adjustment request will not be approved if
265 it releases after 2200 on the Flight Attendant's 6th consecutive calendar day of
266 duty, or less than 25:30 of rest during seven (7) consecutive calendar days.
267

268 **15) INITIAL TRAINING**

- 269 a) New Hire Trainees will be provided with;
270 i) Training Pay - Flight Attendant Trainee in initial new hire training will be paid
271 \$1,400 per month. This pay will be prorated for partial months of initial
272 training.
273 ii) Lodging – Starting January 1st, 2018, a Flight Attendant Trainee will be
274 provided a hotel room (with no more than double occupancy) while attending
275 new hire training.
276 b) After successfully completing initial training, the ITM will be eligible for the
277 reserve guarantee described in section D. The guarantee will be prorated
278 beginning with the day after graduation from initial new hire training, through
279 the end of the bid period.
280

281 **16) DEADHEAD SEAT ASSIGNMENTS**

- 282 a) Flight Attendants will be assigned a Deadhead seat assignment in the following
283 order:
284 i) Main Cabin Window or Aisle seat excludes, pre-blocked rows, Main Cabin
285 Express, and non-reclining seats.
286 ii) Main Cabin Center seat excludes, pre-blocked rows, Main Cabin Express, and
287 non-reclining seats.
288 iii) In the situation where there are no available seats to pre-assign the seat will
289 be assigned at the gate.
290 b) Deadheading Flight Attendants are not required to occupy a Jumpseat but may
291 do so voluntarily to assist with accommodating our guests.
292

293 **17) CBT TRAINING PAY**

- 294 a) Flight Attendants will be paid seventy-five (\$75.00) dollars for five (5) hours of
295 recurrent home study. This stipend will be applied to the bid period when a flight
296 attendant attends recurrent ground school.
297 b) Non-recurrent CBT (Distance Learning) will pay three-quarters (.75) TFP
298 equivalent per hour, with a minimum requirement of one (1.0) TFP
299 equivalent. On Rainmaker, the TFP equivalent will be converted to credit hours
300 at a rate of 1.0 TFP = 0:53 credit hours.
301

302 **18) USE OF NON-REVENUE FLIGHT ATTENDANT TO COVER STAFFING**
303 **SHORTAGE**

304 The Company may utilize a Flight Attendant who is traveling non-revenue to
305 work any flight when circumstances at an out station present the need to delay
306 or cancel a flight due to in-flight staffing shortage. In this situation L-VX Flight
307 Attendants will be assigned as outlined in 10.T of the Alaska CBA.

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19) HOTEL ROOM DURING IROPS AND CANCELLATIONS (NEW CHAPTER 7.C.2.F.)

- A) During a significant delay caused by an Irregular Operations (IROPS) situation, as defined in Chapter 7.C.2.a., a Flight Attendant will be given a shared hotel room under the following circumstances.
1. The delay must be at least five (5) hours and be posted to the public.
 2. The offer of a hotel room is not contingent upon a Flight Attendant's domicile, meaning that that a Flight Attendant will be offered a hotel room, even if s/he is "in domicile".
- b) The criteria set forth in A. 1.-2. above do not preclude Crew Scheduling from offering a hotel room to a Flight Attendant in situations that approximate, but do not specifically meet, those criteria.
- c) If a Flight Attendant's assignment is cancelled and a Flight Attendant is put on Displaced Reassignable (DRA) status overnight, the Flight Attendant will be offered a single occupancy hotel room, even if the Flight Attendant is "in domicile".

All other provisions of the collective-bargaining agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have signed this SIDELETTER OF AGREEMENT this 1st day of August 2018.

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

FOR:
ALASKA AIRLINES, INC.

/s/ _____
Sara Nelson
International President

/s/ _____
Jeff Butler
Vice President, Inflight & Call Center Svcs

/s/ _____
Jeffrey Peterson
Master Executive Council President

/s/ _____
Elizabeth Ryan
Managing Director, Labor Relations

/s/ _____
Paula Mastrangelo
Senior Staff Negotiator