

## Availability Periods §11.C.2

- **AM Reserve:** You are on call (contactable and assignable) from 00:00 – 14:00. Any initial assignment must commence before 14:00, unless converted to ER. Also, no assignment may commence prior to 02:00, unless agreed upon by the Flight Attendant.
- **PM Reserve:** You are on call (contactable and assignable) from 10:00 – 23:59. Any initial assignment must commence after 12:00, unless agreed upon by the Flight Attendant.
- **ER Reserve:** You are on call (contactable and assignable) from 00:00 – 23:59 (24 hours). You will not have ER days pre-assigned to you, but scheduling can convert you during the month for this 24-hour period when they see a need.
- Reserves may not consume alcohol within 10 hours prior to the start of your availability period, even if you self- assigned or were assigned APSB or a trip (i.e. AM 00:00 – 14:00, PM 10:00 – 23:59)

## Commuting on Reserve

You must be physically in domicile during your reserve availability period (AM: 00:00 – 14:00, PM: 10:00 – 23:59, ER: 00:00 – 23:59) This includes the beginning and end of your reserve availability period.

For example: At the beginning of your block, you have a 4-day PM reserve block starting on the 20<sup>th</sup>. On the 19<sup>th</sup> between 10:00 -14:00 you self-assign a 4-day trip with a 21:00 report on the 20<sup>th</sup>. You still have to be in domicile prior to **10:00** on the 20<sup>th</sup>. You **CAN NOT** commute in a few hours before your report of 21:00. Even though you have self-assigned a trip, scheduling can still contact you at 10:00 and under certain circumstances they can even remove your self-assigned trip and give you a new assignment.

Also, on the last day of your Reserve block, if the last Company-operated flight that you would be legal to work (per the last flight of the day report) has departed the domicile you **MUST** call scheduling and ask to be released from the remainder of your reserve availability period **BEFORE** you commute home. Failure to do so can result in an attendance issue up to termination even on first offense.

## Reserve lines will be built in PBS as follows §11.B.3

- Minimum Days Off: 12 days off in a 30 day bid month and 13 days off in a 31 day bid month
  - For any pre planned absences please look at Addendum 10-4 of the CBA for minimum days off
- Rest Between Reserve Blocks: PBS will award no less than 48 hours off, unless you waive that 48 hours restriction during PBS bidding
  - A 1-day block on the last day of the bid month does not have to be followed by 48 hours off in the following bid month. (E.g. PBS can attach reserve days from the end of one month to the beginning of another month. This is considered 1 continuous block)

## Duty period carries into a day off as a result of operations by 15 minutes or more §11.B.4

- If a Reserve has **no more** than 12 days off in a 30 day bid month and 13 days off in a 31 day bid month you may be eligible to be paid 4.0 TFP above your guarantee

## Domicile Rest §11.B.9

- A Reserve will have 11:30 rest at domicile from release to report for your next assignment, unless you waive that in Crew Access when self-assigning
- A Reserve is not required to answer their phone for the first 9 hours of domicile rest
  - If Crew Scheduling contacts a Reserve with a legal assignment during an availability period before 9 hours of domicile rest and the Reserve answers premium pay may be due

For example: A PM reserve on a 4-day block March 1-4 is assigned a two-day trip by scheduling March 1-2

The two-day releases the reserve into domicile rest at 05:00 on March 2. After 8.5 hours of domicile rest (13:30) scheduling calls and interrupts your domicile rest and you answer your phone. Scheduling notifies you of a 2-day trip they have for you with a report time of 17:00 on March 2. Is this legal?

Yes, this is a legal assignment that is during your PM availability period (between 10:00 – 23:59) you will have 12 hours of rest from release 5:00- report 17:00. However, Crew Scheduling did interrupt your first 9 hours of domicile rest and premium is due.

## ER Reserve Days §11.C.3

- PBS will not pre-build “ER” days into a Reserve line
- Scheduling may convert a Reserve when they need
- If converted to ER and not used for that duty period, you will be paid 1.0 TFP above your guarantee
- The first 2 conversions no premium pay is due
  - Any voluntary ER conversion after the 2 mentioned above premium pay of 1.5x is due for any TFP flown or credited during the converted duty period
  - Any involuntary conversion after the 2 mentioned above premium pay of 2.0x is due for any TFP flown or credited during the converted duty period
  - You are capped at a total of 3 ER conversions for the month unless you have ER conversion preferences selected on Crew Access
- You must be converted to ER prior to scheduling giving you an assignment that falls outside of your original availability period. If you are not converted prior to the assignment, you may be due premium pay for what you fly.
- You may be contacted to be converted to ER on the last day of one block for the first day of the subsequent block
- Crew Scheduling may call a Reserve between 20:00 and 23:00 on your day off, the night prior to your next reserve availability period to convert you to ER, however you are **NOT** required to answer
  - If you **DO** answer the above-mentioned call, premium pay of 2.0 is due

## Contactability §11.D

- While on call you have 15 minutes to return a missed call from Crew Scheduling
  - Please ensure you have the correct contact number(s) in Peoplesoft as these are the numbers that Scheduling will call. Contact numbers need to be entered as home, mobile or work.

- If you fail to call back within 15 minutes after they contacted you it may result in a violation of the attendance policy as follows:
  - **No show on reserve**, results in 3 attendance points (§32.C.1.d). May be mitigated to an Unavailable for Contact (below)
  - **Unavailable for contact** (calling back more than 15 minutes, but less than 60 minutes), results in 1.5 attendance points (§32.C.15.c)
- A Reserve will be given a minimum of 2 hours' notice to report. This is measured from the time the Reserve's contact number(s) has been called until the Reserve checks in for the assignment.
  - A Reserve may self-notify an assignment or change to your schedule in Crew Access by affirmatively confirming notification electronically. If you view your schedule, but do NOT affirmatively confirm it is not considered a self- notification.
    - **Ignore**: Not an affirmative confirmation and Crew Scheduling will need to call you and notify you of an assignment or change to your schedule
    - **Acknowledge**: An affirmative confirmation and Crew Scheduling will NOT need to call you and you are responsible for the assignment you self-notified
- At the end of your assignment at base after you finish deplaning and before you leave the secure area of the terminal you **MUST** check your company email for additional flying, failure to do so could result in attendance points.
- Once you have an assignment, you must remain contactable during your availability period up until 2 hours prior to your report time. Within 2 hours of your scheduled report time, you are **NOT** required to be contactable.

### Self-Assigning §11.E.1

- AM or PM reserve with 4 or fewer days of availability may self-assign a trip from OT between 10:00 – 14:00 PT the day prior to check in
  - The trip must cover all available days left in block, i.e. 4-day block 4-day trip ONLY, 3-day block 3-day trip ONLY, etc.
  - The trip must report within your availability period, i.e. AM 00:00 – 14:00, PM 10:00 – 23:59
- ER reserves can NOT self-assign
- AM or PM reserves with 5 or more days of availability can only self-assign APSB
- Once a Reserve checks in for a self-assignment they can be reassigned another trip or assigned additional flying
- Self-assigned trips can only be removed by Crew Scheduling if...
  - A flight and/or position are cancelled in the sequence
  - You are the only reserve legal to cover an assignment in open time without the flight taking a delay

### Airport Standby (APSB) §11.F

- APSB is no longer than 5 hours
- APSB may **NOT** be assigned mid-sequence
- AM Reserve may not be assigned an APSB period that ends after noon (12:00)
- PM Reserve may not be assigned an APSB period that ends after 23:59
- You are required to report to APSB in full uniform and maintain that way until the end of your APSB period

- While on APSB you must remain contactable and return any calls from Crew Scheduling within 5 minutes. You may be subject to an attendance policy violation and assigned points if you return the call after 5 minutes.
  - Scheduling will call your contact number(s) in Peoplesoft. Additionally, Crew Scheduling will also attempt to contact you using the crew lounge telephone (if available) and airport audio paging system.
- You must be available to report to the plane immediately, unless scheduling gives you a future time to report
- You do not receive pre-boarding pay while on APSB
- If assigned a trip while on APSB....
  - The flight must have a scheduled departure time that is no later than 1 hour after the end of your APSB
  - Your duty day, including time on APSB, can be scheduled up to 12.5 hours
- If all the flights have departed for the night, you can call scheduling for an early release
  - You will receive full credit for the APSB period
  - Your release time and domicile rest will be adjusted
- At the end of your APSB, you go directly into domicile rest (e.g. 9 hours not required to be contactable & 11:30 release to report)
- A Reserve may only be assigned 4 APSB in a bid month, excluding self-assignment
  - Unless you are the only Reserve in the domicile legal for the APSB assignment. Premium pay of 1.5x is due for 5<sup>th</sup> or more APSB

### Compensation §11.G

- Reserves receive a monthly guarantee equal to 5.0 TFP for each day of Reserve availability or the actual TFP flown or credited while on reserve availability, whichever is greater
- A Reserve who calls in sick, trades away, gives away or is awarded a personal drop will have 5.0 TFP deducted from their guarantee for each day
- Reserves are paid an additional \$2.50 for all TFP flown on a reserve day

### Exchanging reserve assignments §11.H.8

- Once a Reserve has an assignment they may trade it or give it away to another Reserve of the same classification (AM/PM/ER) and who is available for the same number of days (e.g. 1,2,3,4,5,6)
- If you give away a sequence you will go back onto the LTFA list

### Reserve Assignment List/Low Time First Available (LTFA) §11.E.3

A list used by Crew Scheduling for scheduling a Reserve that takes into consideration the reserves' TFP credit, seniority order, preferences and the TFP value and certain parameters of sequences being assigned.

- **Days:** Number of days in your reserve block
- **Report:** The earliest time you can report for an assignment
- **TFP:** Includes all flown/credited TFP
  - **Included:** APSB, all trips assigned or self-assigned, vacation (days not already paid out), sick leave, recurrent training, pre-boarding (when not on APSB), show/no-go, extended

- overnight rule (EOR), duty period minimum (DPM), average duty period guarantee (ADPG), sit pay
- **Not Included:** trips picked up on days off, reserve days where you were not used, vacation that has been previously paid out, ER day when converted and not used, company business (CB), union business (UB), pay protection (PP), stranded pay
  - **FLY:** (Y) I prefer to fly, e.g. any trip that a Reserve is legal for or APSB. Crew Scheduling can skip other reserves to assign you a trip first
  - **Night:** (Y) I prefer Night Flying, e.g. flights that operate between 23:00 & 04:29, Crew Scheduling can skip other reserves to assign you a trip first that has “night flying”
  - **4K:** (Y) I am willing to fly 4K flights. Crew Scheduling can skip other reserves to assign you a 4K trip, remember **NO** additional pay is due for voluntary 4K assignment
  - **Co-Terminals:** The preferred order of co-terminal for LAX-domiciled Reserves (e.g. LAX, SNA, ONT, BUR)
  - **ER:** (Y) I want ER Conversions or I prefer ER Conversions on specific dates. Crew Scheduling can skip other reserves to convert you to ER. Remember, the 3<sup>rd</sup> voluntary ER conversion is paid 1.5x and there is **NO** cap for voluntary ER conversions for the month.
  - **# ER:** The number of ER days you have been converted. Crew Scheduling can skip other reserves to not assign over the cap of 3 a month. Remember, the 3<sup>rd</sup> involuntary conversion is paid at 2.0x and involuntary ER conversions are capped at 3 for the month unless you have Y for ER.
  - **# APSB:** The number of APSB you have been assigned by Crew Scheduling