

RESERVE PREFERENCING – First Day of Bid Month

The following explanation will apply to the first day of each bid month *only*. When awarding assignments, all reserves who have submitted an assignment preference will have their preference awarded in seniority order, provided they are legal and available for the preference and the assignment preferred has not been awarded to a more senior reserve.

Example: On day one of a bid period, there are fifteen reserves available and the following reserve assignments:

- 4 Airport Reserve
- 3 Trip Sequences
- Leaving a balance of 8 reserves to be assigned RAPs

Trips, Airport Reserve and RAPs may all be preferred; Crew Scheduling will determine at the time of assignment how many reserves will be on each RAP.

For time balancing purposes, Airport Reserve has a value of 3:45. This means that a flight attendant who has sat Airport Reserve and not been assigned a trip has accrued 3:45 towards their total for time balancing. The 3:45 has no pay value.

Starting at the top of the list in seniority order, Crew Scheduling will award all activities in accordance with the preferences submitted by the Flight Attendants. If the most senior Flight Attendant submits a preference for a RAP (which is a non-credit activity worth 0 hours), that will be her/his assignment.

Following the awarding of preferred assignments, any remaining open trips and airport reserve assignments, will, in inverse seniority order, be assigned to the most junior legal and available flight attendant(s) who had previously not been assigned to a trip or airport reserve. RAPs will be assigned to the remaining reserves, if any.

Remember, RAPs have no credit value for time balancing purposes. Therefore, if no trip assignment is given to the flight attendant on a RAP, she/he finishes the day with 0:00 credited hours for time balancing purposes. This greatly increases the chance she/he will receive a credit assignment on the following day.

RESERVE PREFERENCING – Remainder of Bid Month

The following explanation will apply to the second and each subsequent day of each bid month. When awarding assignments, Crew Scheduling will use its best efforts to honor the preference of all reserves who have submitted an assignment preference. This will be done in order of time accrued to date – least to most, provided they are legal and available for the preference and provided further that

a reserve with less time accrued has not already been awarded the assignment.

Understanding the method by which reserves are assigned and making the system work for you becomes more complicated because time balancing now becomes a relevant factor. The two concepts - time balancing and assignment preferencing - contradict each other. Pure Time Balancing depends only upon the amount of time a reserve flight attendant has accrued. Pure preferencing depends only on the preference submitted by the reserve. The American Eagle Reserve Assignment system is a combination of the two. Unlike on day one, each reserve will have accrued a different amount of time.

Applying this system, it is necessary to understand the order in which Crew Scheduling covers open assignments. Very broadly speaking, Crew Scheduling assigns in the order in which it is necessary to keep the airline running. That means that assignments are made in the following order: (1) all trips must be covered first, (2) all Airport Reserve positions, (3) RAPs in any order.

Therefore, the responsibility will be on the individual reserve to submit sufficient preferences. Because uncovered credited activities are assigned first, a reserve with less time accrued relative to the other reserves available for the day, will likely be assigned a trip or Airport Reserve. For the same reason, a reserve with more time accrued relative to the other reserves available for the day will likely receive an assignment without "credited time" (in other words, a RAP). Which assignments reserves whose accrued hours place them in the middle of the list will receive, will depend on what assignments must be covered.

Example: On day ten of a bid period, there are nine reserves available. In order of time accrued, Armandito has the least time relative to the other reserves available that day. Isidore has the most time accrued relative to the other reserves available that day. The available reserves with their accrual and days of availability on this example day are as follows:

Reserve Armandito:	6 hours accrued 6 days of availability prior to days off
Reserve Bernice:	7 hours accrued 1 day of availability prior to days off
Reserve Carlotta:	8 hours accrued 5 days of availability prior to days off
Reserve Donna:	9 hours accrued 5 days of availability prior to days off
Reserve Eudys:	10 hours accrued

4 days of availability prior to days off

Reserve Francesca: 11 hours accrued
3 days of availability prior to days off

Reserve George: 12 hours accrued
2 days of availability prior to days off

Reserve Herbie: 13 hours accrued
1 day of availability prior to days off

Reserve Isidore: 14 hours accrued
2 days of availability prior to days off

The following seven assignments with credit time are available (plus non-credit time RAPS):

Sequence #1:	1 day trip worth 5:00
Sequence #2:	2 day trip worth 8:30
Sequence #3:	3 day trip worth 11:15
Sequence #4:	4 day trip worth 13:30
Airport Reserve: A.M. (one position)	3:45 credit time for time balancing purposes only unless assigned a trip
Airport Reserve: P.M. (two positions)	3:45 credit time for time balancing purposes only unless assigned a trip
RAP-1 and 2	No credit time unless assigned a trip (number of positions to be determined)

The flight attendants submit the following preferences:

Armandito preferences P.M. Airport Reserve

Bernice preferences RAP-2

Carlotta preferences RAP-1

Donna preferences A.M. Airport Reserve

Eudys preferences Sequence 3

Francesca preferences Sequence 2

George submits preferences in the following order: (1) Sequence 2; (2) A.M. Airport Reserve; (3) RAP-2

Herbie preferences Sequence 1

Isidore submits no preference

How will Crew Scheduling make the assignments?

- A. Crew Scheduling will first determine which reserves are legal and available to by assigned an activity. The reserve Flight Attendants legal and available for assignment on a given day will be placed in order from the Flight Attendant with the least accrued time to Flight Attendant with the most accrued time. That will produce the following list of Flight Attendants for the order in which they will be assigned:

- (1) Armandito
- (2) Bernice
- (3) Carlotta
- (4) Donna
- (5) Eudys
- (6) Francesca
- (7) George
- (8) Herbie
- (9) Isidore

- B. Once the group of reserve flight attendants who are legal and available for assignment on a given day has been created, it is then necessary to determine which flight attendants on the list **will** be assigned a **trip or Airport Reserve** (as opposed to an assignment to a RAP, which has no credit time). The seven flight attendants who have the **least** amount of **accrued time** and therefore **would ordinarily** be assigned a **trip or Airport Reserve** are:

- (1) Armandito
- (2) Bernice
- (3) Carlotta
- (4) Donna
- (5) Eudys
- (6) Francesca
- (7) George

- C. Once the group of those reserves who are legal and available has been

created, Crew Scheduling will assign all credited assignments first. A reserve with the lowest accrued time who has submitted a preference for a credit assignment will be awarded that preference, provided the reserve is legal and available for the credit assignment, *and, provided, that Crew Scheduling will be able to cover all credit assignments within that group of low accrued time Flight Attendants.* If a reserve with low accrued time is legal and available and has not submitted a preference for an assignment with “credited time” attached to it (i.e. a trip sequence or Airport Reserve), she/he will still be assigned a credited time assignment if one has not yet awarded. The credited assignment will be either one which was not preferred or a credited assignment preferred by a reserve with high time accrued. Conversely, a flight attendant with high time accrued who submits a preference for a credited assignment will probably be awarded a non-credit assignment, such as a RAP.

- D. Crew Scheduling will use its best efforts to honor Flight Attendant preferences but not to the extent that doing so would force another Flight Attendant to work on a day off. Once again, if a credited assignment (trip or Airport Reserve) preferred has already been assigned, Crew Scheduling will then honor the flight attendant’s second preference request, then third, etc. If no preference has been submitted the flight attendant’s assignment will be at the discretion of Crew Scheduling, subject to operational needs. Please note that when there are more credited assignments than reserves available to cover them, Crew Scheduling will assign trips first, then Airport Reserve.
- E. Once all assignments with credited time have been covered, Crew Scheduling will then assign RAPs.
- F. The order followed when assigning examples created for this article is:
 - (1) All **credited assignments** will be assigned to Flight Attendants in the order of Flight Attendant with the least accrued time to most accrued time
 - (2) There are four **trips** and three **Airport Reserve** positions to assign, therefore the seven legal and available reserve Flight Attendants with the least amount of accrued time will be assigned some credited assignment.
 - (3) This means that Armandito, Bernice, Carlotta, Donna, Eudys, Francesca and George **should** be assigned either a **trip** or **Airport Reserve**, whether they submitted a preference for a trip or a RAP (which carries no credit time towards time balancing) or submitted no preference.

- (4) After trips and Airport Reserve have been assigned, Crew Scheduling will use its best efforts to honor preferences of the remaining reserves in the least time accrued to most time accrued order, considering legalities, availability. These reserves will more than likely be assigned to a RAP.

G. Following the assignment of trips and Airport Reserve, the only reserves remaining to receive a RAP (non-credited time) assignment are:

- (1) Herbie
- (2) Isidore

H. So, the assigning process works as follows:

- (1) Armandito has the least accrued time. Consequently, he will be assigned *something with* credit. Because he is available for 6 days, he is legal and available for his P.M. Airport Reserve Preference. Consequently, that is his assignment.
- (2) Bernice has the second lowest amount of accrued time. She is available for 1 day. She preferenced for RAP-2, however that is not a Credit Activity. She should be assigned to a credit activity. Ultimately, Crew Scheduling will assign her to some credited assignment. At this point she will be skipped in an attempt to honor the preferences of other Reserve Flight Attendants. She will be revisited after the Reserves who must be assigned some credit activity have received assignments consistent with their legalities and availability.
- (3) Carlotta is third lowest with accrued time. With five (5) days of availability, she has preferenced for a RAP-1. Because Carlotta must be assigned to some credited activity, at this point, she is bypassed to assign remaining Reserves in the pool who must be assigned some credited activity. After that has occurred, she will be revisited.
- (4) Donna is the next lowest with accrued time. She preferenced for AM Airport Reserve. This is a credited activity for which she is legal and available. This becomes her assignment.
- (5) Eudys is next with accrued time. He preferenced Sequence #3. This is a credited activity for which he is legal and available. This become his assignment.
- (6) Francesca is next in order of least to most accrued time. She preferenced for Sequence 2 for which she is legal and

available. That becomes her assignment.

- (7) George, the next in accrued time, submitted preferences for (1) # 2; (2) A.M. Airport Reserve; (3) RAP-2. George is in the group which will be assigned some credited activity. Because Sequence # 2 and A.M. Airport Reserve has already been assigned, Scheduling will skip the RAP-2 preference if some credited activity can be assigned. P.M. Airport Reserve remains available. George is legal and available for this activity; thus, this becomes his assignment.

At this point, there are two open credited activities. Because of their accrued time, Bernice and Carlotta must be assigned to some credited activity. Their assignments are revisited.

Bernice is assigned to Sequence # 1, for which she is legal and available.

Carlotta is assigned to Sequence # 4, for which she is legal and available.

Now, Crew Scheduling returns to the list of legal and available Reserve Flight Attendants, in ascending order of accrued time.

- (8) Herbie, next in accrued time, submitted a preference for Sequence 1. This has already been assigned so Scheduling assigns him to RAP-1 (a non credit activity).
- (9) Isidore has the most time accrued. He submitted no preferences. There is one RAP-2 position to cover. It is assigned to Isidore.

Finally, for flight attendants for whom a “visual” explanation is helpful, this is how the scheduling of the reserve flight attendants mentioned in this article looks.

<u>Activity to Assign</u>	<u>Duration in Days</u>	<u>Credit or Pay Time</u>
Sequence # 1	1	5:00
Sequence # 2	2	8:30
Sequence # 3`	3	11:15
Sequence # 4	4	13:30
Airport Reserve (One Position) A.M. (06:00-14:00)	1	3:45

Airport Reserve (Two Positions) 1
p.m. (14:00-22:00)

3:45

<u>Name</u>	<u>Available Days</u>	<u>Sequence Awarded</u>
Armandito	6	Airport Reserve 14:00
Bernice	1	Sequence # 1
Carlotta	5	Sequence # 4
Donna	5	Standby 06:00-14:00
Eudys	4	Sequence # 3
Francesca	3	Sequence # 2
George	2	Standby 14:00-22:00
Herbie	1	RAP-1
Isidore	2	RAP-2

Preferencing for a RAP- 2 (1000-0100)

Currently RAP- 2 has a published availability time from 1000-0100. If today is your last day of reserve availability and tomorrow is your scheduled day off, you cannot be legally assigned to a RAP- 2 tomorrow since the published release time is 0100. Additionally, there are occasions on your last day of availability, when you may not be legal to be assigned to a RAP- 1 either because your release time the day before may require a rest period which ends after the published start time of RAP- 1. In these cases, Crew Scheduling will create and award a modified custom RAP- 3 to accommodate the legality issues described above. This RAP may still be 15 hours in duration but the start/end times of this customized RAP shift will differ from the start/end times of the published RAP- 1 & RAP- 2 shifts. For example, you could be assigned a custom RAP shift beginning at 0900 and ending at 2400. This is still 15 hours in duration but the end time does not bleed over into your day off.

In the example below, FA Carlotta preferenced for a RAP- 2 (1000-0100) and then for a RAP - 1 (0400-1900) due to the fact that she is currently on a RAP that ends at 0100 on the 16th and she is off (24) on the 17th she is not legal for a RAP - 2 nor a RAP - 1. In this instance FA Carlotta will be awarded a modified RAP - 3 which will be scheduled for no more than 15 hours in duration.

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HI33/D/16MAR/R«
MIA                RESERVES DISPLAY  16MAR AS OF 1400  15MAR13
DOMESTIC
SEN  NAME          16    17    18    19    20    21    22
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01 Carlotta MF 0100E
EN 123456
PROJ 25.21                24
ACT  9.30
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***FA PREFERENCE BALLOT**ONLY ACCEPTED FROM 1000-1400 CST
***** PLEASE SPECIFY WHICH BASE<..... *****
F/A<CARLOTTA..... EMP<123456.BASE<MIA
 1<00002-..  2<00001-..  3<.....-..  4<.....-..
 5<.....-..  6<.....-..  7<.....-..  8<.....-..
 9<.....-.. 10<.....-.. 11<.....-.. 12<.....-..
13<.....-.. 14<.....-.. 15<.....-.. 16<.....-..
REMARKS<.....<
SEND<
 5 DIGIT SEQUENCE NUMBERS-FOLLOWED BY POSITION NUMBER
RAP1 00001, RAP2 00002
R1 01111, R2 02222, R3 03333<

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It is understood that the RAPs currently published (RAP - 1 & RAP - 2) could be changed by the company in the future pursuant to Section 9. B.1. which allows for RAP shifts to be scheduled for no more than 15 hours in duration.

Same Day Reserve Assignment Issuance

On the day of the operation reserve assignments will be done in accordance with Section 8 & 9 respectively and should be assigned as they come open. There are occasions when sequences can accumulate in the morning hours particularly when there are not yet any legal and available Flight Attendants (example on a RAP- 1). When this happens, Crew scheduling cannot pre-assign these open sequences to Flight Attendants. Assignments can only be made when positive contact has been made. Crew Scheduling will start the process of assigning these open sequences at 1000. The assignments will be issued utilizing time balancing, in which the highest valued sequence will be given to the FA with the

least amount of credited hours.

For purposes of this example, it is now 0800 and there are 5 open sequences and no RAP- 1s who are legal and available for them. The scheduler will now have to wait until the next group of RAP's are legal and available. In this instance the RAP- 2's at 1000; will be assigned as follows:

Open sequences at 0800

	Duration	Credit Value
Sequence # 1	3	15:00
Sequence # 2	2	10:00
Sequence # 3	2	8:30
Sequence # 4`	3	11:15
Sequence # 5	4	13:30

The Following List is in Order of Accrued Hours

<u>Name</u>	<u>Available Days</u>	<u>Sequence Awarded</u>
Armandito	6	Sequence #1
Bernice	2	Sequence #2
Carlotta	5	Sequence # 5
Donna	5	sequence #4
Eudys	4	Sequence # 3

The order of assignments listed above would not apply to the first day of a contractual month where assignments would be done in inverse seniority order provided the Flight Attendant is legal and available.

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