

Duties and Responsibilities

Scheduling Policy

Qualifications and Expectations:

Significant knowledge of scheduling and reserve sections of the Contract. Practical experience is recommended. Computer skills are desired. This Committee consists of one Chairperson and two members. The Committee is responsible for meeting at least once a month with the company to review and discuss schedules and verify the company's compliance with established rules and procedures. The Committee also monitors staffing requirements, understaffing statistics and moved flying.

This Committee is responsible for assisting Local Reserve Committees in resolving problems, as well as working with the MEC Grievance Committee to resolve system-wide violations of the scheduling provisions of our Contract.

1. SCOPE:

- a.** The committee will recommend and assist in constructing pairings and building sequences of trips and days off into monthly lines of time.
- b.** The committee will work to monitor company compliance with all scheduling-related provisions of the collective bargaining agreement and take necessary steps to correct violations

2. POLICY/RESPONSIBILITIES:

- a.** The MEC Scheduling Committee shall consist of the MEC Scheduling Committee Chairperson, the MEC Scheduling Committee Vice Chairperson—PBS, the MEC Scheduling Committee Vice Chairperson— Pairing Construction, and the Local Scheduling Committee Chairperson from each council.

3. THE MEC CHAIRPERSON SHALL:

- a.** Provide clear direction and coordination to Local Scheduling Committees and each MEC Subcommittee.
- b.** Communicate with the Local Scheduling Committee Chairpersons, LEC Presidents, and MEC Officers on a daily basis on his/her activities and matters requiring attention, follow up, or escalation.
- c.** Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website.

4. FLIGHT ATTENDANT SCHEDULES:

- a.** Discuss scheduling problems with the company and will report such problems and resultant discussions to the MEC.
- b.** Maintain written records of agreed upon standards and procedures and shall report to the MEC any proposed or imposed modifications to such practices.
- c.** Monitor the company throughout the scheduling process for any perceived or potential violations of the Agreement and shall identify these violations to the LEC President of the domicile affected.
- d.** Ensure compliance at all times with the applicable provisions of the current Collective Bargaining Agreement.

5. STAFFING:

- a.** Monitor monthly staffing reports and make recommendations to the company for appropriate resolution.
- b.** Monitor placement of flying and provide the MEC with evaluations of such placement and its justification.
- c.** Compile feedback and relay it to the MEC
- d.** Use domicile feedback to work with the company in resolving the Union's problems and concerns.
- e.** Monitor staffing statistics and, where appropriate, establish trends of chronic understaffing for current and future use. Use all information available to eliminate understaffing.

6. PLACEMENT OF FLYING:

- a.** The MEC Scheduling Committee in conjunction with the MEC Reserve Committee Chairperson will review placement of flying with the intent of resolving the problems that generate such placement.
- b.** Should specific causes be established, the MEC Scheduling Committee shall work with the company to resolve the Union's concerns provided that such action does not otherwise negatively impact the Flight Attendants, i.e. surplus, or excessively low block time.

7. SCHEDULING REVIEW BOARD:

- a.** The Scheduling Review Board ("Board") shall consist of the MEC President (or designee), MEC Scheduling Chairperson, Director of Crew Resource Management (or equivalent), and Manager of Inflight Crew Scheduling (or designee).
- b.** The Board shall meet every two weeks to address and resolve disagreements between the union and the company pertaining to any subject relating to Flight Attendant schedules or actions of the Inflight Crew Scheduling Department.
- c.** The Board may meet either in person at the MEC office or at any other mutually agreed location, by telephone conference call, or by other electronic means of communication.
- d.** Items for inclusion in the agenda shall be provided to all members of the Board at least twenty-four (24) hours in advance of the scheduled meeting to allow time for proper research and preparation. Items submitted within 24 hours of the scheduled meeting will be placed on the agenda of the following meeting, except by mutual agreement.
- e.** Any item that cannot be resolved to the satisfaction of the members of the Board will be forwarded to the MEC Grievance Committee for escalation.

(Updated 11/03/2020)