

Duties and Responsibilities

Preferential Bidding System (PBS)

Qualifications and Expectations:

Intimate working knowledge of PBS and scheduling. Strong communication, effective leadership, organizational and computer skills are highly desired.

The PBS Committee will be comprised of Co-Chairpersons who will work with the company and the Inflight Crew Planning Department to maintain the company's preferential bidding system (PBS) and oversee the bidding and bid award processes. The Committee represents and advocates for the MEC position in matters pertaining to bidding and the PBS.

1. SCOPE:

- a.** The PBS Committee will work with the company and the Inflight Crew Planning Department to maintain the company's preferential bidding system and oversee the bidding and bid award processes.
- b.** The Committee will represent and advocate for the MEC position in matters pertaining to bidding and the preferential bidding system.

2. POLICY/RESPONSIBILITIES:

- a.** The PBS Committee shall consist of the MEC Scheduling Committee Vice Chairperson of PBS and two additional members-at-large selected by the MEC.

3. THE COMMITTEE SHALL:

- a.** Regularly communicate with and provide updates to the MEC Scheduling Chairperson on the activities of the committee.
- b.** In advance of the bidding period each month, communicate with the MEC Scheduling Committee Chairperson to understand changes in pairings for upcoming months and how Flight Attendant bids might be affected.
- c.** Keep members knowledgeable about changes to the preferential bidding system, common mistakes and errors, misunderstandings about the system, and other topics of interest through the MEC Communications Chairperson.
- d.** Provide assistance to Flight Attendants through lounge sits, one-on-one training sessions, written communication and telephone support during the monthly bidding window and as requested by the MEC or LECs.
- e.** Communicate with the MEC Reserve Chairperson to understand the needs and challenges of Flight Attendants holding reserve schedules and provide bid assistance.

(Updated 11/03/2020)