

Duties and Responsibilities

Hotel and Transportation

Qualifications and Expectations:

Previous Hotel and Transportation Committee experience is recommended. Good organization and computer skills are desired. Considerable travel may be involved.

This Committee consists of one Chairperson. The Committee represents AFA-CWA to secure Contractual requirements through work with HAL's crew planning and scheduling department. This Committee investigates Flight Attendant complaints regarding layover hotel, transportation and crew lounge issues to ensure Contract compliance and maintenance of Hotel Standards.

1. SCOPE:

- a.** The Hotel Committee shall act to investigate Flight Attendants' complaints on current layover facilities, transportation providers, and also to follow up on Flight Attendant reports regarding a decline in facility or transportation quality.
- b.** The Hotel Committee shall act to survey potential facilities and attempt to eliminate or avoid any possible problems involving transportation or layover facilities. A long layover shall be considered any layover requiring a downtown hotel per the Hawaiian AFA Collective Bargaining Agreement.

2. POLICY/RESPONSIBILITIES:

- a.** The MEC Hotel Committee shall consist of the MEC Hotel Committee Chairperson and if deemed necessary by the MEC, an LEC Hotel Committee Chairperson from each council. Other committee members shall be selected at large.
- b.** A standard inspection form provided by the MEC or AFA-CWA will be used when evaluating facilities. Completed inspection forms will be maintained electronically by the Chairperson, provided to the MEC and given to successor.
- c.** Whenever practical and possible, other Committee Members will be actively involved in the hotel selections and/or changes that pertain to her/his domicile.

3. THE MEC CHAIRPERSON SHALL:

- a.** Provide the MEC with the list of approved layover and emergency overflow hotels on a quarterly basis.
- b.** Coordinate regularly with the MEC and the ALPA MEC Hotel Committee.
- c.** Immediately notify the MEC President so that appropriate action can be taken against the Company should the Company override her/his objections and proceed to use any facility that comprises the safety or implied contractual standards guaranteed to each Flight Attendant.
- d.** 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.
- e.** After examining a hotel, mark on the approved checklist whether a hotel is: approved for regular long or short layover use, as a contingency facility only, or not approved. These records will be maintained and kept in the MEC Office and shall be posted on the MEC website.

4. THE COMMITTEE SHALL:

- a.** Serve as a liaison between the Flight Attendants and the Company should any hotel or transportation facilities prove inconvenient or unacceptable. Have regular meetings with the Company and meet no less than quarterly.
- b.** Establish a list of contingency hotels for use only during emergency overflow at a regular hotel.
- c.** Act to assure Flight Attendants that any hotel facility they occupy is suitable and provides for safety, cleanliness, appropriate eating establishments, and convenient access to/from the airport.

(Updated 11/03/2020)