



Scheduling Teaching Topic:

Schedule Checks and Contactability

This education document reviews a crewmember's rights and responsibilities relative to schedule changes - i.e. when the Company may contact you to advise of a schedule change, and when you are required to check your schedule before and during a Trip.

The Company may change your schedule at any time, however you must be notified of the change in some manner, and after reviewing the change, you must positively affirm and accept that change. Merely reading or receiving an electronic communication or discussing a revision with Company personnel is not affirmative acceptance. Note that there really are no provisions specified in the CBA for accepting or rejecting a change to your schedule (*outside of certain extensions, See the Changes and Extensions Teaching Topic for further reading*). The requirement for checking schedules and contactability is to provide the Crewmember direction on when next to report for duty, and to plan rest accordingly.

There are basically only two ways for the Company to notify you of a change:

1. Call you (either in your hotel room, or via your designated phone number) and speak directly with you (leaving a message does not count as notification), or
2. Contact you electronically (update your PCD/AIM's) and wait for you to review and positively affirm the change at your next required schedule check.

Contactability

Contactability is covered in the CBA Section 12.F (Hours or Service, Crewmember Contact).

The CBA defines only two circumstances during which a Crewmember *must* be contactable:

1. When on Reserve you must respond to an attempt by the Company to contact you.
 - On R1, you must respond within 30 minutes. (CBA Section 31.B, Reserve).
 - On R2, you must respond within 15 minutes.
 - On R3, you must be contactable.
2. When on Layover you must check your schedule at regular intervals (see below). Note that you are only required to be contactable via Schedule Change Notifications in accordance with required schedule checks, not by phone or any other means.

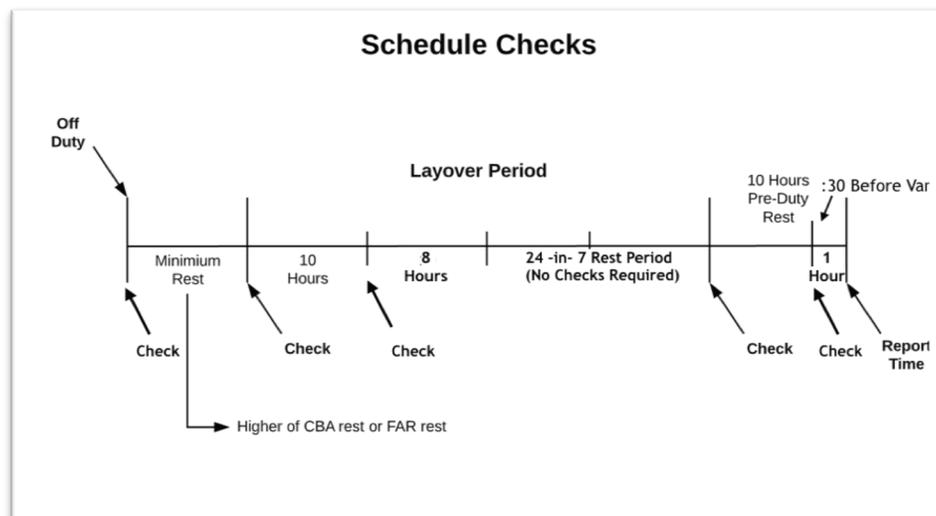
You are *never* required to be contactable by the Company while you are on Off Days, Vacation, Sick/On Medical Leave, or during Training!!!

Per the CBA (Section 12.E) a Crewmember cannot be *required* to be contactable by the Company in any way during “Minimum” (post-duty) Rest or Pre-Duty Rest. One exception is that If there is *no* Layover Period between the Minimum Rest Period and the Pre-Duty Rest Period, the Company may contact a Crewmember during the forty-five (45) minute period immediately following the Minimum Rest Period for the purpose of revising the Crewmember’s next scheduled report time.

Schedule Checks

You are *not* required to check your schedule while on a 24/7 rest period, Reserve Duty (R1, R2, or R3), Off Days, Vacation, Sick/On Medical Leave, or during Training, with the exception of reviewing your awarded lines once they are published.

You ***are*** required to check your schedule at the end of each day’s duty period (if any), to determine your next report time, and once again 30 minutes prior to departing the hotel to determine if your report time has changed. You are required also to check you for Change Notifications at 10-hour intervals during a Layover. (Not sure of the difference between an “Overnight” and a “Layover”? Review our overnight vs layover educational piece.



Pre-Departure Schedule Changes

Schedule changes may reflect merely a delay in departure time of an already scheduled flight, or involve more dramatic changes to your pattern. We address the larger changes, and extensions, in a separate document.

Changes to your schedule are covered in the CBA Section 12.F, (Hours or Service, Change Notifications) and can occur either more or less than 10 Hours Before the Originally Scheduled Departure time, i.e. before you enter your pre-duty rest period, or while in your non-contactable rest.

Changes to Report Time *10 Hours or More* Before the Originally Scheduled Departure time:

If the Company notifies a Crewmember of a change by the time of his last schedule check, he may not be required to report for duty until 10 hours after the time he is required to acknowledge the Company communication. For example, if you are on Layover, and, checking your schedule at the appropriate intervals you find a change to your schedule, you must be given at least 10 hours rest from the time of that schedule check before commencing your next duty.

Changes to Report Time *within* 10 Hours of the Originally Scheduled Departure

The Company shall send an electronic (i.e., silent) message (e.g., not by phone connected to the PCD, hotel phone, another Crewmember or third parties, hotel employees) to Crewmembers no later than 30 minutes prior to departing the hotel for the purpose of revising the Crewmember's report time. The Crewmember's report time may be delayed for up to six (6) hours (or, with the Crewmember(s) concurrence, to an even later time). This new Report Time will be the start time for the crewmember's duty day. If the Crewmember has departed from the hotel before contact is made under subsection 12.F.2.b.(i), above, the duty period shall commence at the Originally Scheduled Report Time.

Rolling delays: If your Report Time is delayed up to 6 hours, and the duty period has still not commenced, the Company shall have the following options:

1. Place the Crewmember back in a Pre-Duty Rest Period of 10 hours, commencing 6 hours after his *Originally Scheduled Report Time*; or with Crewmember concurrence, at the time the Company notifies the Crewmember that the trip has been cancelled; or,
2. Require the Crewmember to report for an even later delayed departure time, in which case, duty begins at the *Originally Scheduled Report Time*. As an example, say you were scheduled to depart at 00z, but rolling delays pushed your Report Time past 06z...you may still be required to operate the flight, but your duty day will be limited as though you had reported as initially scheduled, at 00z.