



TEAMSTERS LOCAL 2750

Scheduling Teaching Topic: Schedule Checks and Contactability

This education document reviews a Crew Member's rights and responsibilities relative to schedule checks and contactability: how and 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. Article 12.H of the CBA addresses crew member contactability during layover and rest periods, and Article 12.I concerns those notifications. Article 31 covers contactability while on Reserve duty.

The actual Changes to Crew Member's schedules are addressed in CBA Article 25, and discussed in a separate Training Topic - Schedule Changes & Extensions.

Contactability

The CBA defines only two circumstances during which a Crew Member *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 60 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 or in any way by the Company while you are on Off Days, Vacation, Sick/On Medical Leave, during Training, on a 32-in-168 rest period, during Minimum Rest, Pre-Duty Rest, or any FAA required rest period. When a Crew Member is required to check and/or acknowledge his schedule he must do so using an application approved by the Company (ie PCD Crew Connect or AIMS eCrew), or by contacting Crew Scheduling.

Though Crew Members are not *required* to be contactable during layover, the Company may “attempt to contact” the crew member during a Minimum Rest Period or Pre-Duty Rest Period via a PCD (only via a Schedule Change Notification on AIMS) for the purpose of changing the Crew Member’s assignment or duty start time; *provided*, any change to the Crew Member’s assignment or report time is not effective unless/until the Crew Member Affirmatively Accepts the change. Crew members are not required to have their PCDs on for any purpose other than for receiving a wakeup call. The company may not use the hotel phone, another Crew Member, or third parties such as hotel employees to contact a crew member regarding schedule changes, except if the Crew Member’s PCD is inoperative. A Crew Member must inform the company if their PCD is inoperative or if they don’t have it. If the Company does attempt to contact a Crew Member in violation of this Article, the required Minimum Rest Period or Pre-Duty Rest Period begins anew, unless waived by the Crew Member.

Schedule Checks

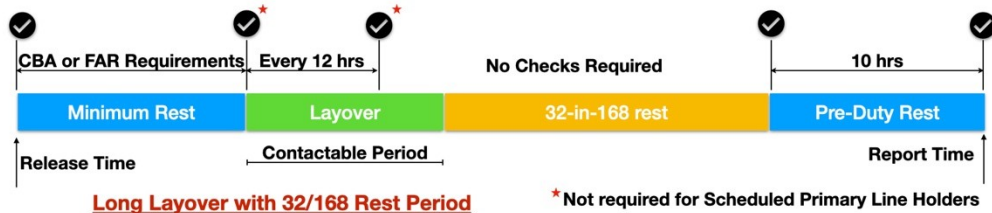
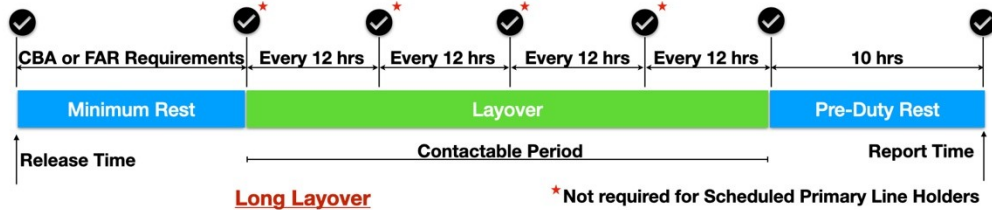
The Company may change your schedule at any time; however, you must be notified of that change in some manner, and after reviewing the change, you must positively acknowledge that change for you to be considered notified. Merely reading or receiving an electronic communication or discussing a revision with Company personnel is not an acknowledgement or Affirmative Acceptance. With that being said, there is now a CBA requirement that whenever a Crew Member checks his schedule as required, and there is a legal and compliant change to his schedule (see Article 25.N for specifics), he is required to acknowledge that change. No more just ignoring the Big Red N indefinitely. At this time however, there is no differentiation between Change Notifications in AIMS to alert a crewmember as to whether the change is one that is optional or requires his concurrence, such as: a delay in excess of 5hrs referenced above; a displacement for OE; a change from Domestic to International (25.N.1.f); or an optional extension (25.N.1.d.ii). It is incumbent upon the crewmember to know the CBA and communicate his preferences in these instances.

All Crew Members are required by Article 12.H to check for schedule changes prior to entering a Minimum Rest Period, prior to entering a Pre-Duty Rest Period, and again at Report Time. When released following a duty period, a crew member should check their schedule to know their next scheduled report time prior to entering rest. This should be accomplished at Release time, (usually 30 minutes following block in, see 12.C.1 for release times table). The next schedule check should be accomplished prior to entering the Pre-Duty Rest period (10 hours before your next report time) if they don’t overlap, and then once more at Report Time. Domestic Scheduled or International Scheduled Primary Line Holders have no further contactability requirements.

Ad-Hoc Primary, Secondary, and Reserve line holders are further required to check their schedules at the beginning of the Layover Period and every 12 hours thereafter until the Pre-Duty Rest period begins. A Layover Period is defined as the time between the end of the Minimum Rest period and the start of the Pre-Duty Rest period. In practice, this only

applies for layovers of more than 20 hours for domestic operations, and greater than 20 to 26 hours (depending on the Minimum Rest required) for international operations. During this Layover Period, the company may send a communication by eCrew, PCD, hotel phone, fax, or personal phone (if the Crew Member has specifically designated his personal cell phone as a method of layover contact), though there is no responsibility to actually answer the phone or check for communications *other* than at the required schedule check times.

In the examples below, the black checkmark indicates a required schedule check.



Reserve Line holders have one additional Schedule check - A Reserve Line Holder who is on Days Off must check his schedule between twenty (20) and sixteen (16) hours prior to the scheduled start of his next assignment to confirm his initial assignment.

Note that Primary Lines may be constructed of both Scheduled and Ad Hoc flying. An Ad Hoc Primary line holder is not required to make the Layover schedule checks during a particular layover if the next flight is a Scheduled flight (such as DHL or Amazon). See 12.H.2.d.ii, and 25.D.1.d.

Secondary line holders who have received an AWRD Day on the front end of their pattern (because of not having any Work assigned) will be required to check their

schedules on each AWRD Day between 1700z-1800z each Day. The earliest a Crew Member can be required to depart after a schedule check is the following calendar day.

How do I get help??

If you believe that you either have not been properly notified of a change or that your rest has been interrupted by an improper notification:

- Seek Self Help first - contact Crew Scheduling and request a proper notification and/or reset rest interval.
- Email the Scheduling Committee - Scheduling@iap2750.org (If necessary, the Committee will contact a Steward)
- If time critical and emailing the Committee is impractical, Call the on-call Steward at [717-727-2750](tel:717-727-2750), then press 2