

**LETTER OF AGREEMENT between**  
**HORIZON AIR, INC.**  
**and the**  
**ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO**

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**COMMUTER POLICY AND UTILIZING OTHER AIRLINE (OAL) CARRIERS DURING COVID-19  
SCHEDULE DISRUPTIONS**

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This LETTER OF AGREEMENT is made between HORIZON AIR, INC. ("Company") and the ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO ("Association").

WHEREAS, the Company and the Association (collectively "the parties") recognize that the COVID-19 virus has presented various unique and unprecedented challenges for running the operation; and

WHEREAS, the parties wish to mitigate the burden to registered air commuters of traveling to work during the industry-wide schedule disruptions related to COVID-19;

NOW THEREFORE, the parties agree to temporarily allow registered air commuters to utilize other airline (OAL) carriers to satisfy the "two (2) consecutive scheduled flights from the commuter's commuter city to the domicile/co-terminal" requirement in the Commuter Policy by administering §25.E [General: Commuter Policy] as follows:

**E. Commuter Policy**

1. General

- a. Flight Attendants are responsible for reporting to assignments in a timely manner and rested for a full duty period. The following provisions are not intended to relieve Flight Attendants of that responsibility.
- b. A Flight Attendant who is unable to report for Duty as a result of a delay or cancellations due to flight schedule disruptions or the unanticipated unavailability of a non-revenue seat and who has complied with the Listing and Travel provision of 2 and 3, below, shall not be subject to any disciplinary action as a result of his inability to report on time.
- c. This commuter policy applies only if the Flight Attendant ~~commutes on Horizon Air or Alaska Airlines, carriers for which the Company has direct access to their computer reservation systems,~~ has listed herself/himself with the Inflight Services Department as a commuter and has designated an airport served by the Company or Alaska Airlines as her/his point of commuter origination. ~~A Flight Attendant who commutes on any other carrier is governed solely by 1.a above.~~

2. Listing for Travel

- a. Any Flight Attendant commuting to an assignment must list herself/himself in the FLY Paperless Employee Travel (PET)-reservation system or, if other than on an AAG-operated flight, the system used by the applicable carrier. The Flight Attendant must be listed on an appropriate flight, not more than forty-eight (48) but not less than twenty-four (24) hours in advance of the scheduled departure time for the flight she/he expects to use to commute to work. This flight is designated by the Flight Attendant as her/his primary flight.
- b. Flight Attendants may only list for travel on flights which have seats available when the listing is made.
- c. The primary flight on which the Flight Attendant elects to list must be scheduled to arrive at her/his Domicile (or other airport at which her/his duty will commence) at least 30 minutes before her/his show time. There must also be at least one "back-up" flight scheduled to depart from the same airport later than the primary flight on which she/he is listed. This back-up flight must also be scheduled to arrive prior to her/his show time and must also have seats available. The Flight Attendant must provide evidence in the form of ~~PET~~ FLY printout or electronic copy of the ~~PET~~ FLY screen that the flights were not overbooked at the time she/he listed as specified in paragraph 2.a above. The ~~PET~~ FLY system provides a date/time stamp on the print-out of its seat availability display screen. This proof will be provided at the time the Flight Attendant requests that the absence be covered under the Commuter Policy.

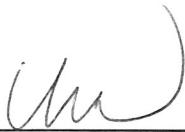
### 3. Travel Procedures

- a. Flight Attendants commuting to an assignment must arrive at the designated gate for the primary flight on which they are listed at least thirty (30) minutes prior to the scheduled departure time of that flight.
- b. After arriving at the departure gate, if the Flight Attendant becomes aware of a delay/cancellation or the unavailability of a non-revenue passenger seat on her/his primary flight, she/he will immediately notify crew scheduling. The Flight Attendant will provide the flight number and departure time of her/his back-up flight(s) and discuss any other possible travel alternatives, including the scheduled back-up flight.
- c. Following the delay or cancellation of, or the unavailability of a non-revenue passenger seat on, her/his primary flight, the Flight Attendant will report to the departure gate of her/his back-up flight at least thirty (30) minutes prior to the scheduled departure of that flight, unless impossible due to the time of closing of the primary flight and distance to the new departure gate.
- d. As soon as the Flight Attendant becomes aware that she/he will not be able to report for Duty at or before her/his show time due to flight delays,

The provisions herein will be effective immediately upon execution of this Letter of Agreement and will remain in effect through June 30, 2020, unless extended by mutual agreement. The remainder of Section 25.E and all other provisions of the collective bargaining agreement remain in full force and effect. This agreement is without precedent, and the circumstances described herein cannot be used by either party in any other forum. Should the pending Tentative Agreement ratify, it is understood that any changes to the commuter policy in the TA will be incorporated by reference into this agreement, effective May 1, 2020.

IN WITNESS WHEREOF, the parties hereto have signed this LETTER OF AGREEMENT this 23th day of April 2020.

FOR THE ASSOCIATION OF FLIGHT  
ATTENDANTS-CWA, AFL-CIO



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Lisa Davis-Warren  
MEC President

FOR HORIZON AIR INDUSTRIES, INC.

*Dee Dee Caldwell*

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Dee Dee Caldwell  
Director Inflight Ops & Labor Relations