

Welcome to the Airport Reserve Tips Sheet. This is meant to be a resource for Horizon Flight Attendants under the May 1, 2017 - July 18, 2019 contract. It is written to be easily understood and as a guideline, but all grievances and queries should reference the contract specifically and not this document.

Why choose Airport Reserve?

- Instead of sitting at home earning min hours, earn min hours at the airport AND Per Diem for every hour you're there.
- Your reserve time is only 7 hours of availability instead of 14.
- Know your schedule (and days off) earlier. This is still awarded by seniority, but you can choose to say I want the Airport Reserve Line 1008 or no Airport Reserve at all.
- Home most evenings (not guaranteed, but often the case).
- Often lots of downtime to work/study/read.
- Get out of the house for several hours like a "normal job".
- Get to know coworkers as you're often in the break room a lot.

Drawbacks

- Because you're sitting at the airport as an emergency stop-gap, CS wants you to be available for boardings, last second changes, etc. This means you're often sitting or pre-boarding and not flying as much, which can lead to a possibly smaller pay check.
- Have to commute to airport more often, which can be rough on those with long commutes.
- Many of us took the job because we like the flying and staying in new cities. On AR, that happens significantly less often.
- A lot of downtime can be great for some, but mind-numbing for others.

Bidding for Airport Reserve. HOW TO DO IT

Unlike other reserves and lines, Airport is bid entirely via email.

Process

An email goes out from Trinity Hicks and Jan House around the 24th of the month to all flight attendants. Bidding opens every month on the 26th at noon and closes the 28th at noon.

(As a reminder, all important dates for bidding, including Airport Reserve, can be found on the PBS Bidding timeline. The PBS Bidding timeline can be found in [Comply365>My publications>Collections>Inflight>Inflight Reference>PBS> PBS Bidding Calendar](#))

Here's an example of the email sent in March:

"The Airport Reserve bid for MAY20 will open Thursday March 26th at noon and will close Saturday March 28th at noon. Bidding will take place via email. Attached are the lines that are available to bid, please only bid if you would like to hold an airport reserve line. If you do not bid or only bid a certain amount of

lines you will not be assigned a line that you did not bid for. All un-bid for lines will be Junior assigned. Those being Junior assigned will have 24hrs after the awards (time will be marked on Award IRF) to send in their preferences. For those that do not submit their preferences, they will have a left-over line assigned to them.

In reviewing the utilization of our airport reserves in BOI/GEG/MFR it became apparent that reallocating those reserve lines to short call will give us greater reserve coverage. For the January airport reserve bid you will notice we are only staffing airport reserves in PDX and SEA. We will watch closely but we don't anticipate significant operational impact.

Please send a new email to Trinity.hicks@horizonair.com with the following information to place a bid:

Subject line, MAR20 Airport RSV bid

*Name

*Employee number

*Base

*Lines you would like to bid for in order of your preference

PLEASE DO NOT SEND AN EMAIL BID BEFORE MARCH 26th AT NOON, EMAILS SENT EARLY WILL NOT BE ACCEPTED."

As with other parts of the bidding process, there is a window in which to submit. Too early or too late won't be counted. As always, check your PBS Timeline in Comply365. Also note that Airport Reserve is now only available in SEA (though currently not PAE), and PDX.

Even if you are based elsewhere and cannot bid for Airport Reserve, it would be good to familiarize yourself with the rules at the end of this document as Home Reserves can be assigned to Airport Reserve, even from another base. CS will DH you to PDX/SEA in that case.

The lines of Airport Reserve look like this:

PDX	Fri 1-May	Sat 2-May	Sun 3-May	Mon 4-May	Tue 5-May	Wed 6-May	Thu 7-May	Fri 8-May	Sat 9-May	Sun 10-May	Mon 11-May	Tue 12-May	Wed 13-May	Thu 14-May	Fri 15-May	Sat 16-May	Sun 17-May	Mon 18-May	Tue 19-May	Wed 20-May	Thu 21-May	Fri 22-May	Sat 23-May	Sun 24-May	Mon 25-May	Tue 26-May	Wed 27-May	Thu 28-May	Fri 29-May	Sat 30-May	Sun 31-May		
8001	PAA	PAA	PAA	PAA	OFF	OFF	OFF	OFF	PAA	PAA	PAA	OFF	OFF	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	OFF	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	
8002	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	
8003	OFF	OFF	OFF	OFF	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	OFF	PAA	PAA	PAA	PAA	PAA	PAA	OFF	
8004	PAA	PAA	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	PAA	OFF	OFF	OFF	OFF	PAA	PAA	PAA	PAA	PAA	OFF	OFF	PAA	PAA	PAA	OFF	OFF		
8005	PPA	PPA	PPA	PPA	OFF	OFF	OFF	OFF	PPA	PPA	PPA	PPA	OFF	OFF	PPA	PPA																	
8006	OFF	OFF	PPA	PPA	PPA	PPA	PPA	OFF	OFF	PPA	PPA	PPA	OFF	OFF	PPA	PPA																	
8007	OFF	OFF	OFF	OFF	PPA	PPA	PPA	PPA	OFF	OFF	PPA	PPA	PPA	PPA	PPA	OFF	OFF	PPA	PPA	PPA													
8008	PPA	PPA	OFF	OFF	PPA	PPA	PPA	PPA	PPA	OFF	OFF	PPA	PPA	PPA	PPA	OFF	OFF	OFF	OFF	PPA	PPA	PPA											

PAA 0400-1100
PPA 1100-1800

The name/number of the AR line is to the left and the times are in the legend at the bottom. Blue squares are days on (PAA= Portland AM Airport Reserve, PPA= Portland PM Airport Reserve) and OFF days are guaranteed days off for that line. So for Airport Reserve Line 8003, they would report at 0400 and assuming they were not assigned any flying, they would be free to go home at 1100 on Friday May 22nd, and then have three days off. What a great way to make sure they have Memorial Day weekend (Sat/Sun/Mon) off!

When responding to the email, it is important to state which line you want, and/or your preferred order. These lines will be assigned by seniority, just like any other bidding.

If there is only one line that appeals to you (say, based on the days off) you can totally request that line or nothing at all. You will know if it's been awarded before bidding opens for the rest of month so if someone senior takes your preferred line, you aren't stuck on Airport Reserve just because you bid at all.

Unbid airport lines are junior assigned, so if you're at the bottom of the ladder you could get assigned AR for the month anyway. Junior assigned FAs will have 24hrs to respond to the email indicating which Airport Reserve lines they want (in order of preference) of the ones left, or one will be assigned to you. If you don't specify which line you want, you could be put on any Airport Reserve line. This might mean an uncomfortably early morning, so be sure to list your preferences!

Once bid for Airport Reserve lines have been awarded, the email will look like this:

"The airport reserve bid has been awarded and may be viewed below.

PDX – Four lines were un-bid for and has been junior assigned

SEA – Seven lines were un-bid for and has been junior assigned

*If you were awarded an Airport reserve line or will be junior assigned, you will **NOT** be bidding in PBS. The next airport reserve bid for JUN20 opens April 26, 2020.*

Please note, for those that are under the Junior Assign list, you will have until 1100 PST, Tuesday, March 31st to email me your preferences of the remaining lines. If I do not receive an email by the due date and time, you will be assigned a line.

Please send a new email to trinity.hicks@horizonair.com with the following information:

Subject Line: MAY20 JR assign Airport RSV

***Name**

***Base**

***Lines you would like to bid for in order of your preference of the remaining lines.**

If you have any questions, please feel free to email."

(Reminder: those emails go to Jan House and Trinity Hicks)

Life on Airport Reserve

Let's assume you have your preferred line of Airport Reserve. Now what?

When starting your day on Airport Reserve there isn't a typical "check in". You just have to be on airport property and within 10 minutes of the gates (so be past security) by your scheduled report time.

While many hang out in the crew room while on reserve, you are not obligated to do so. You are welcome to get your steps in, grab lunch, or find a quiet corner to read or do some work, just remember that you still only have 10 minutes to grab your bag and get to the gate of any of our gates if CS calls; so hanging out in the SEA N terminal can be dangerous.

You may not always need your overnight bag during AR, but it's good to have just in case. A simple pre-boarding can quickly become "you're now working this overnight flight" and I'm sure we all know how a simple turn can become an overnight when weather or maintenance wills it.

If they know they'll need your help in advance there are times when CS may give you more than 10 minutes to get to the plane (sometimes even over an hour warning), but they aren't required to do so.

It is legal to sleep during Airport Reserve; you just still have to be contactable by CS (or call back within 10 minutes), so have a loud ring and don't hang out in dead cell reception spots.

You must be in uniform the entire time you are on Airport Reserve. No pajamas while napping, or civilian clothes while wandering the airport.

Here are some things to keep in mind from the contract about Airport Reserve:

Crew Scheduling can call any time during your reserve period from the first minute to even within one minute left of your reserve period (10:59 of an 11:00 release for example) and send you on a trip or boarding with the following limitations:

- The flight assigned must be within one hour of the end of the Reserve period (Chapter 7.G.9 in your contract). In this case the flight assigned must depart by 1200. The flight must depart within that last hour (even if you're not on it), or you should be released at that time. It is the committee's understanding that this applies to any pre-boarding you are assigned to as well.

- You can't exceed 14 hours of duty time (Chapter 5.C. in your contract), so you would have to be released by 1800. Or deadheaded home and landed and released by 2000. (If delayed, grieve it!)

The reserve period for Airport Reserve shall not exceed seven hours. (Article 7.G.5)

You get Per Diem the entire time you're on Airport Reserve starting at "check in", which continues unbroken if you're assigned a trip. (Article 7.G.6)

There are typically two FAs on AR at a time. Trips should first be assigned to the FA who has the lowest credit to date, is legal, and has enough remaining days to cover the trip. (Article 7.G.10)

CS can call you from Home Reserve to sit on Airport Reserve and all rules for AR now apply. You then get the minimum 4 hours because you were called in (Article 3.C.2a4) as well as per diem for the hours you are on AR. However your duty time started from the beginning of your home reserve. So while you can only spend seven hours on AR (which starts at your "report time"), they can't work you past the 14 hour

limitation. The time spent getting to the airport is included in your duty time (since it started as soon as you are contactable for Home Reserve), but does not count towards the seven Airport Reserve hours.

If you are based in BOI, MFR, or GEG and get DeadHeaded to SEA or PDX to sit on Airport Reserve, you must be put on a DH *back* to your home base within the last hour of your Airport Reserve (totaling no more than 7 hours). Once you are back at your base, you are not available for reassignment for the rest of the calendar day. You receive per diem from when you check in for your first DH until release. (7.G.7)

Flying a trip on Airport Reserve

While not likely (especially because they want you at the airport as a backup) to get sent on a trip, it is still possible. However..

-The AR FA will be removed the first time the trip passes through *any* domicile, so long as a legal short-call home reserve is available to replace them. The AR FA will then be DH back to their domicile. (See "Release From AR" below)

-If the trip is just a turn between domiciles (PDX-BOI-PDX for example), the AR FA will work both legs (because you're heading back home immediately anyway and replacing you would then leave a BOI FA stuck in PDX to get DH'd home).

-If the trip *starts* with a leg between domiciles, the AR FA will be replaced the *second* time the trip passes through a domicile and the AR FA will be DH home.

Release From Airport Reserve

If not otherwise notified by CS, at the end of your 7 hours on AR you're free to go home.

If you worked a trip, and CS didn't call you before the last leg/DH departs, you're free to go home when you land.

UNLESS...

-You got put on a trip and are returning under ten (10) hours from when you started your Airport Reserve period; you may be returned to your Airport Reserve period. Assume that this is the case unless CS says otherwise. We'd hate for you to get a boarding call when you're already on your way home.

However, total time on Airport Reserve cannot exceed seven hours. The time flying does not count towards those "sitting" hours, so let's say you started AR at 0400 and got notified to take a turn departing at 0600 which completed at 1000. You have only spent two hours on AR, so if not called for anything else you would be released at 1500.

OR

-If you are returning to base via a single DH back to base after an overnight trip you can be put back on AR for the rest of that day.

Let's say you were AR on Thursday through Saturday. On Thursday they sent you on an overnight to RDM and then DH you back to your base the next (Friday) morning. After landing you may also be returned to your regularly scheduled airport reserve period, however CS *should* call you to notify you. It is our understanding that in that circumstance your AR hours would start after the release of the DH flight, and all other AR rules would still apply. Your duty time would have started at check-in for the DH flight.

If the DH gets you back to base *after* your scheduled Airport Reserve period for that day, it is our understanding that you will be released from duty upon landing. For example, if your normal AR period is 0400-1100 and the DH gets you back to base at 1115, you should not have to sit another 7 hours of reserve. This is an extremely corner case but we are trying to give you all the tools necessary for our ever-changing schedules. If you feel that your schedule has violated the contract *please* reach out to an AFA officer for help in grieving it. Just as the company needs reports to change their policies, grievances help change contract breaking habits, or shine a light on loopholes.

If the above circumstances are not applicable and you were not notified before the last leg/DH departs, CS *can* call during your debrief period (15 minutes after Block In) to notify about *the following day only*.

Getting Released Early

Article 7.B.4 states "Company will honor requests to waive the remaining period of Reserve beginning three hours before the end of the Reserve Availability Period on the last day of the period of Reserve availability, and the Company will honor requests to be released from the remainder for the Reserve day after confirming with scheduling that the last flight from the Domicile has departed, when staffing and operational considerations permit"

"Honor" is a bit of a grey area, giving room for the FA to request the release, but also giving room for CS to deny the request if coverage requires it. However this provision does also apply to Airport Reserve. If for some chance you are still sitting AR and it is your last day of the block and the last flight has departed, but you still have three hours or less on your AR period, you can call CS and ask to be released for the day. This will likely affect your pay for the day, much like dropping a day affects minimum guarantee, but means you get to go home earlier.

Finale

Whether bidding for Airport Reserve is right for you is entirely subjective, but it is important for all of us to know what the contract states (especially since Home Reserve can be called in to AR). I hope this helps elucidate some of the inner workings of Airport Reserve and what is and *is not* legal for CS to request. Take care of each other out there, and as always if you have questions please reach out to your

AFA reps.

Facebook groups:

QX AFA

QX Reserves

www.afahorizon.org