

# DAILY PREFERENCING FOR RESERVES

## How Preferencing works:

We operate under a system in which, Reserve Flight Attendants may submit a preference for either flight assignments, Airport Standby Shifts or Reserve Availability Periods.

- Preferences will be submitted each day between 1000 and 1400 CST.
- Crew Scheduling will process reserve assignments in least time accrued order assigning issuing assignments based on Flight Attendant preferences while also taking your days of availability into account. If you have preferenced for all three-day trips and you only have two days of availability left, your preference will be passed over.
- Scheduling fills the credited assignments of trips and airport standby shifts first as these are the most important to the operation. (\*note-Airport Standby Shift carry credit for time balancing purposes only and not for pay credit)
- While the contract does not require the Company to absolutely grant each Flight Attendant's preference it does require them to use their best efforts. For example, if you are the Flight Attendant with the least time accrued, thereby placing you first on the time balancing list, and you preference for three different trips all of which you are legal and available for, and do not receive any of them, you may be able to show that crew scheduling did not use their best efforts to honor your preference. For a more detailed explanation of the preferencing and awarding system, please reference an article posted on the AFA MEC Website entitled " Reserve -Preferencing of Assignments".

## Tips for Preferencing:

- Even though preferencing is available from 1000 and 1400 CST, it is best to submit your preference after 1200 CST since that is the cut off time for line holders to pick up trips in open time.
- If you preference before noon there may be a chance a trip you preferenced for is no longer available.
- When preferencing for a standby shift you can check the HI33 to see if there is a standby lineholder already scheduled for the next day.
- Trips constantly come available and you may have luck by holding out a few minutes before the preferencing window closes to submit your preferences.
- The HI33 is an ever changing list that shows you where you are in time balancing order. This will help you gauge where you might fall the following day as to whether or not you will receive a credited assignment or RAP.
- Screenshot everything! Especially the HI33, to constantly have an idea of what your actual hours flown are and your preference after you have submitted if there is any discrepancy as to what you are awarded.