



SECTION 31: Report to Work and Commuter Policy

- A. Each Flight Attendant shall be allowed a combined total of six (6) Late Reports and/or Commuter Policy incidents in any rolling 12-month period.

B. Good Faith Commuting Policy (CP)

1. Eligibility, Notification, and Failed Attempts

Commuting and non-commuting Flight Attendants returning from vacation, will also be eligible for this provision. The following conditions must be met:

- a. The Flight Attendant notifies Crew Scheduling four (4) hours prior to her/his sign-in time or after the first failed attempt at commuting, whichever occurs later; and,
- b. The Flight Attendant notifies Crew Scheduling after a second failed attempt at commuting; and,
- c. The Flight Attendant has made two commuting attempts via scheduled air service, the latter of which would place her/him in her/his domicile no later than her/his original pairing scheduled sign-in time; or,
- d. The Flight Attendant makes one of the two commuting attempts above but due to delay en-route, is unable to notify Crew Scheduling.
- e. The Flight Attendant will continue to satisfy the conditions above on each day of the assignment until she/he successfully commutes to the assignment or other arrangement with Crew Scheduling is reached. If a Flight Attendant satisfies the conditions above on each day of an assignment, she/he will be assessed only one CP for a single or multi-day assignment.

NOTE

The Managing Director may waive any of the above requirements if in her/his opinion the Flight Attendant has demonstrated a good faith attempt to get to work. These provisions may be utilized by a Flight Attendant commuting for purposes of a Reserve Availability Period (RAP) or Reserve Duty Period, but do not apply to a Flight Attendant whose first attempt to commute to a flight assignment issued during her/his RAP or Reserve Duty Period takes place after the commencement of that RAP or Reserve Duty Period.

2. It is understood that a Flight Attendant need not utilize the Commuter Policy removal procedure on a day declared by Envoy to be a "Transportation Emergency" (TE) Day.



C. Return to Duty

In the event that the Flight Attendant is unable to report for her/his originally scheduled pairing or RAP or Reserve Duty Period, all flying missed due to an unsuccessful commuting attempt shall be subject to the pay deduction specified in Section 4 of this Agreement.

1. Crew Scheduling will place the Flight Attendant back on the next leg of her/his originally assigned pairing when it transits her/his domicile if the Flight Attendant is in domicile at that time.
2. The Flight Attendant may be assigned to new flying (on the day she/he missed the report) from her/his domicile's available open time in order to fill the period of time between her/his arrival in domicile and the first possible opportunity at which the Crew Scheduler is able to rejoin the Flight Attendant to the first transit back to the domicile of the Flight Attendant's original pairing. Any assigned open time will be paid at straight time rates with no premium and will be credited toward the flight time lost to offset the Flight Attendant's pay deduction incurred as provided for in Section 4 of this Agreement . Such assignments shall be made in accordance with Section 8 of this Agreement.
3. If a Flight Attendant is unable to report for a bridge pairing, she/he will coordinate with Crew Scheduling to reach a mutually agreed-upon alternative using the following options:
 - a. Deadhead the Flight Attendant to rejoin her/his original pairing; or,
 - b. Assign the Flight Attendant to another pairing (similar in overnights, within footprint); or,
 - c. Remove the pairing in its entirety and the Flight Attendant may use Open Time to rebuild her/his schedule.
4. If mutual agreement is not reached, the Crew Scheduler may assign one of the above options. Any assignment of new flying will be made in accordance with Section 8 of this Agreement. Any assigned/picked up Open Time will be paid at straight time rates with no premium and will be paid and credited toward the flight time lost to offset the Flight Attendant 's pay deduction incurred as provided for in Section 4 of this Agreement.
5. A reserve Flight Attendant who will miss an assigned pairing or an Airport Reserve assignment, due to commuting difficulties shall be assigned in accordance with Section 9 of this Agreement.
6. A reserve Flight Attendant who will not be in domicile for the start of her/his RAP may have her/his RAP adjusted.
7. Nothing in this Agreement shall prevent the affected Flight Attendant and Crew Scheduling from reaching an alternative, mutually agreed upon assignment, including flying out of another domicile.



D. Missed Assignment and Removal

1. In the event a Flight Attendant missed an assignment due to commuting difficulties, a Missed Assignment (MA) will be placed in the Flight Attendant's HI10 (or its equivalent). The MA code will be changed to a Commuting Policy (CP) code by the Flight Service Manager when any of the following proof of compliance is provided:
 - a. Two (2) jumpseat forms or two (2) boarding passes from an air carrier other than Envoy or American Airlines indicating the date, time and the location of the failed attempts or alternate form of proof; or,
 - b. A passenger name record (PNR) printout for an ID90/ZED or ID90/ZED return receipt indicating the date, time and location of the failed attempts; or,
 - c. Two (2) printouts of a G*L[FLT#]/[DATE][DPT CTY]/PALL RES entry, or equivalent, showing the Flight Attendant's passenger listing on any Envoy or American Airlines flights; or,
 - d. A PNR printout if flight cancels more than four (4) hours prior to its scheduled departure.
 - e. Any combination totaling two (2) of the individual items listed in (a), (b) and (c) above. For example, one (1) jumpseat form plus one (1) printout of a G*L[FLT#]/[DATE][DPT CTY]/PALL or equivalent would constitute compliance.
 - f. It is understood that the Flight Attendant does not have to be at the airport at the time her/his commuting flight cancels.
 - g. The Flight Attendant will have thirty (30) days to submit the appropriate documentation to substantiate the attempts to commute to work to her/his Flight Service Manager.
2. If a Flight Attendant is unable to report for her/his adjusted scheduled flying, the Missed Assignment (MA) code shall remain. If the Flight Attendant is unable to report for her/his adjusted flying due to commuting difficulties and is able to substantiate a good faith effort to commute, she/he shall not receive an additional missed assignment.

E. Late Report (LR)

A Flight Attendant may request that a "Late Report" be removed from her/his work history. To utilize the "Late Report" removal procedure, the following criteria MUST be met.

1. The Flight Attendant, who through the use of ordinary care, but due to an extraordinary circumstance, anticipates that she/he will report late for an assignment, will call Crew Scheduling prior to the sign-in time for the assignment.



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- a. If the Flight Attendant is unable to make contact with Crew Scheduling, she/he should call their Flight Service supervisor prior to scheduled sign-in time for the pairing.
 - b. If the Flight Attendant is unable to make contact with her/his Flight Service supervisor, she/he should call AVRS and do the following:
 - i. Follow all prompts until the voice response requests the Flight Attendant to enter the first four characters of her/his "DECS" (or its equivalent) password and employee number.
 - ii. Enter "DECS" password and employee number.
 - iii. At that point, AVRS will create a permanent record that the call was placed. This record can be used to document the Flight Attendant actually attempted to call Crew Scheduling.
 2. It is understood that if calling while driving an automobile, the Flight Attendant will place such call from a safe and secure location out of the lane of traffic, while the vehicle is fully stopped.
 3. The Flight Attendant must actually reach the airport and work the pairing for which she/he was originally assigned without causing a delay directly attributable to that Flight Attendant, or another pairing should the Flight Attendant be assigned alternate flying by Crew Scheduling in accordance with Section 8 of this Agreement.
 4. Following the report after sign-in time, the following procedures must be followed:
 - a. If a Flight Attendant signs in for her/his pairing after the scheduled sign-in time, she/he understands that a "Late Report" is automatically registered. However, a Crew Scheduler or supervisor may direct a Flight Attendant to forgo sign-in in order to expedite her/his arrival to the departure gate.
 - b. Should she/he wish to have the "Late Report" removed, at the point which the Flight Service Manager discussed the Late Report with the Flight Attendant, a request must be made to have the Late Report removed.
 5. It is understood that a Flight Attendant need not utilize the Late Report removal procedure on a day declared by Envoy to be a "Transportation Emergency" ("TE") Day.
- F. The Commuting Policy (CP) coded entry will not be used in any corrective action or evaluation of any corrective action under the Attendance Control Policy (ACP). The Commuting Policy (CP) coded entry will be removed by the Company from the Flight Attendant's HI10 (or its equivalent) upon request of the Flight Attendant at the time of resignation or transfer to American Airlines.