

ERJ RESERVE GUIDE

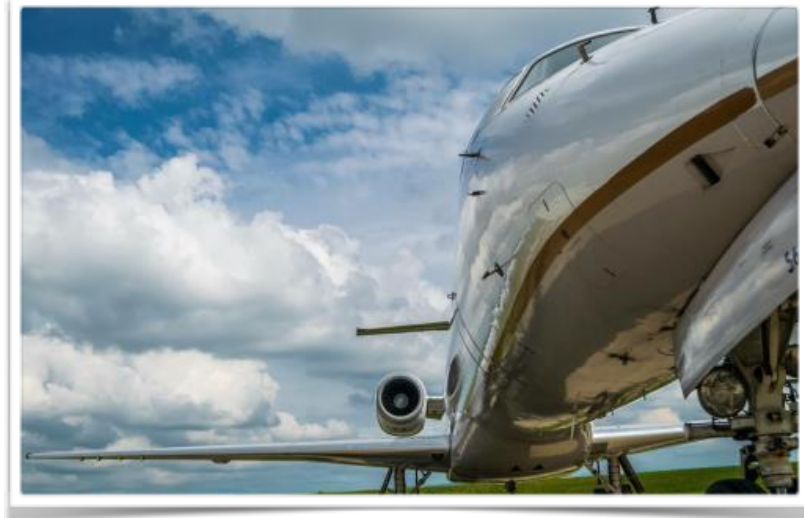
Going back on Reserve?

Duty Day

- A Flight Attendant shall not be scheduled or rescheduled for more than 13.5 consecutive hours. Sec. 4 Page 31
- Actual duty may be extended to 15.5 hours because of weather delays, mechanical delays or irregularities. Sec. 4 page 31
- Rest in domicile is 11 hours. Sec. 4 page 32
- Minimum actual rest outside of domicile is 8 hours and 45 minutes block in to block out. Sec. 4 Page 31

Trading Reserve Days

You may trade days off as long as the trade does not put the flight attendant on a reserve block over 6 consecutive days and/or on a block less than 3 consecutive days. Sec. 5 Page 55



General Guidelines

- Reserve Flight Attendants must have 1 calendar day off once during any 7 day block. Sec. 5 Page 32 (“Calendar Day” or “Day” means from midnight to midnight. Sec. 2 Page 6)
- A Reserve Flight Attendant IS ALWAYS SUBJECT TO REASSIGNMENT. Sec. 5 Page 51
- A Reserve Flight Attendant must be able to report within 2 hours and if called you must call scheduling back within 20 minutes of first contact. Sec. 5 Page 51
- After completion of a trip you must call Crew Scheduling to be released. Within 30 minutes they must give you a trip or release you. Sec. 5 Page 52
- You may call once a day to be released from duty. Sec. 5 Page 54





Min/Max Flying

- Please look to xjt.com>Labor Relations>IAM CBA>Scroll down to Memoranda of Understanding and click on MOU #4 and MOU #6 for more information.
- You may change you MIN/MAX fly status by going to xjt.com>Reserve List>Change Will Fly Preference

ARC/RRR

- ARC is limited to 8 hours. When assigned a flight/trip on ARC it must be scheduled to depart within your ARC period. Sec. 5 Page 53
- If you are assigned ARC *after* a trip you shall receive 5 hours pay no matter how long the ARC is assigned for. Also, please ensure the ARC scheduled after a trip does not put you over an 11.5 duty day. (If it does, please have your Inflight Supervisor/Manager correct the duty day with CS and if it does not get resolved please contact your Grievance Rep). You will also be paid your worked time in addition to the 5 hours of ARC if placed on ARC after an assignment.

Assigning Trips/Bucket List

1. Scheduling is to assign trips in the following order:
2. Prevent Scheduling Into a Day Off
3. Maximize Duty Periods
4. Call-Out Reserves
5. First in, first out (FIFO)
6. Leveling

For further clarification:

- Typically, you'll be able to track the list by simply knowing that call-outs are always first in line. Then they will go by FIFO, which means:
 - If I have 3 days available and you have 3 days available, to determine who gets used first scheduling looks at WHO FLEW IN FIRST. If I blocked in on Monday at 1300 and you blocked in on Monday at 1400 on Tuesday I should be called first. First person into base is the first person in is the first person out.
 - Scheduling level at 50 hours and 80 hours.



Reserve Vacation

Keep in mind when bidding your reserve line in a vacation month, that you do not get additional days off if your vacation falls over your days off.

Example:

In a 31-day month you have 11 days off. Three (3) of your days off were during your vacation. You will be left with your vacation and 8 days off.

Reserve Commuting

To use the Commuter Clause or Conscientious Reporting per Sec 3 Page 18, you must have 2 flights that show seats available and get in an hour prior to your on call time. **Even if you have a trip or ARC assigned your two flights must be scheduled at least one-hour prior to your on call time, not your show time.** You also must have boarding passes printed at the airport for both of your flights and PBTs showing seats available.



Also Don't Forget....

- A lineholder may displace a reserve flight attendant assigned to a trip(s) at any time up to 12 hours before the departure time, provided the lineholder is more senior than the reserve flight attendant. Sec. 5 Page 40
- RGT will be scheduled on reserve days.
- You are not phone liable while on a trip.



Reserve Rolled Day Off

Keep in mind the following language if your day off is rolled:

If the flight attendant's choice is to be paid for the lost day off, 4 hours will be added to her/his **line value.** Sec. 5 Page 48

This means that unless you break guarantee you will not receive additional pay for your rolled day.

But you have the option to request your rolled day off be restored via XJT.com > Menu > Crewmember ERJ > RDO.



Life on Reserve

Frequently Asked Questions

1. Can I get a trip assigned out of my call out time?

Yes. *The only purpose of a call out time is for CS to contact you during the 10 hour notification period to assign a RSV a trip. (Call-out reserves are required to be available to be contacted for duty assignments only during assigned notification periods contained in the monthly bid packet. **Sec. 5 Page 52**).*

2. Can I get assigned ARC after finishing a leg/turn?

Yes. *There is unfortunately no language in our current contract that states that ARC cannot be assigned after a trip. Please see the ARC section Page 2 of this document.*

3. If my flight doesn't block out until after my ARC assignment was supposed to end do I have to work the flight?

It depends. *The assignment must be originally scheduled to depart during your ARC period. But if it is delayed, it may block out after your ARC assignment was supposed to end.*

4. Do I still get paid Trip Rig when I'm on RSV?

Yes. *Trip Rig is for both Lineholders and Reserves.*

5. Do I get pay protected for a cancelled trip as a RSV?

No. *Pay protection for cancelled trips is only for Lineholders. Sec. 4 Page 26. A Reserve Flight Attendant shall receive a minimum of 80 hours per bid period. Sec. 4 Page 23*

We hope this will help you understand the reserve "life" better!

If you have further questions please contact one of your LL Grievance Representatives.

Your IAM ERJ Grievance Team