

FRONTIER

**CREW SCHEDULING FA NEW-HIRE
PRESENTATION**



Flight Attendant Contract

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AFA Article 4 - Hours of Service and Crew Legality

- Crew legalities, maximum duty days, minimum rest

AFA Article 5 - Scheduling

- Important Dates/Timeline
- FLICA

AFA Article 6 - Reserve

- RSV Responsibilities and Aggressive RSV Bidding

Hours of Operation & Contact

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When is Scheduling available?

- Open 24 hours a day, 7 days a week, 365 days a year

How can Scheduling be contacted?

- 720-374-4540 (direct call in)
- 877-F9FLY-IN (1-877-393-5946) (opt. 5)
- Check your messages

Contact and Report Time

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Call-back time while on reserve: 15 minutes

- If no call back after 15 minutes, will be given a UTC (Unable to Contact)

Minimum call-out time: 2 hours to report

- The following domiciles minimum call-out time is 3 hours:
 - TTN/PHL
 - ORD/MDW
 - FLL/MIA

Check-in and Report to Gate

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Domicile

- Check-in 60 minutes prior to departure

Outstation

- Report to the gate 50 minutes prior to departure



Failure to Check-in on Time

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Tardy

- Assessed when you report 1-15 minutes after check-in time
 - *Crew Scheduling will add the tardy to your schedule if you are late, Inflight will handle the follow-up*

No call no show

- Assessed when you report later than 15 minutes after check-in time

Note: When the first leg of your pairing is ground transportation (GT), you are still required to check in

Reserve Shifts

- ✓ There are three Reserve Shifts FA's may be placed on:

Shift A (REA): 0001-1300

Shift B (REB): 1100-2400

Shift C (REC): 0001-2400

(Shift C only allowed in bases with fewer than 150 bidders)

- ✓ A Flight Attendant may be moved from Shift A to Shift B and vice versa with 12 hrs notice.
- ✓ “A Flight Attendant on Reserve will be on-call and available for notification of an assignment during her/his Reserve Shift.”

You can be given any trip on your working Reserve days, but the notification must take place within your shift time.

Trip Assignments

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Next-day reserve assignments

- Will begin at 16:00 LDT the day prior

Aggressive Reserve

- Allows flight attendants the opportunity to bid for next-day trips he/she would like to have

Aggressive Reserve

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Aggressive Bidding Process

- Open from 13:00-16:00 LDT
- Is not a guarantee you will get the trip
- Is on a first-come, first-serve basis
- Day-for-day requirement
- May pick up trips longer than your reserve block at Crew Scheduling's discretion
- Results published by 21:00 LDT
- Once awarded aggressively, you are considered notified

TTN/PHL FA's: Make sure you check which airport you are reporting to

Trip Assignments

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Next-Day Reserve Assignments

- Begin after Aggressive Reserve has been processed
- Crew Scheduling matches trip length to days of reserve availability
- Crew Scheduling will attempt to give as much advanced-notice as possible for reserve assignments

Ready Reserve

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Ready Reserve

- Also called “sitting couch” is when you are at the airport available for last-minute pre-boards, late sick calls, no-shows, etc.

Ready reserve times are subject to change and can be extended 2 more hours per operational needs

Multiple Shifts

- RSA (Morning Shift)
- RSB (Mid-day Shift)
- RSC (Afternoon Shift)
- RSD (Night Shift)

Ready Reserve Continued

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Ready Reserve & Aggressive Bidding

- Through Aggressive Reserve, flight attendants may put preferential bids for ready reserve shifts
- Is not a guarantee you will be awarded ready reserve
- If you are selected for Ready Reserve, Crew Scheduling will try to match your preference

Co-domicile's ready reserve shifts can be aggressively bid on or assigned to a shift at either airport

Trip Assignments & Release From Duty

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- **After every reserve assignment (before leaving the airport), ALWAYS call Crew Scheduling to be released or reassigned**



Crew Resource Report

- This is not a hard and fast list
 - Can I get lunch, or should I shower and pack my bag?

Report Details



	SEN	EMPNO	NAME	ACT TYPE	AVL TIME	DAYS AVAIL	ACT END DATE	ACT END TIME	RR ASSIGNED	ACCRUED BID PERIOD CREDIT	PREVIOUS			NEXT		
											ACTIVITY	START DATE / TIME	END DATE / TIME	ACTIVITY	START DATE / TIME	END DATE / TIME
>	RIN															
>	RSV															
∨	REA															
	4176	429440	Pooler, Tybee	REA	00:01	1	19May	11:07	5	27:39	REA	17May 01:00	17May 13:00	REA	22May 00:01	22May 13:00
	3643	428424	Agee, Sonia	REA	00:01	2	19May	13:00	4	35:08	REA	15May 00:01	15May 13:00	REA	20May 00:01	20May 13:00
>	REB															
>	REC															
∨	RSA															
	3681	428508	Tamura, Patricia	RSA	06:00	1	19May	12:00	4	12:30	RSA	11May 05:00	11May 12:00	REA	20May 00:01	20May 13:00
	3816	428693	De Michieli, Matthew	RSA	06:00	1	19May	12:00	3	15:26	B4D22	16May 17:57	17May 05:22	REA	20May 00:01	20May 13:00
>	RSB															
∨	RSC															
	4059	429193	Sorensen, Laurie	RSC	15:00	1	19May	21:00	5	22:09	B4A02	01May 07:00	01May 15:48	REA	20May 00:01	20May 13:00
	3432	428114	Morrow, Brenda	RSC	15:00	1	19May	21:00	2	26:00	***	***	***	REB	20May 11:00	20May 23:59
>	RSD															

Maximum Scheduled Duty Times

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Standard Duty Period

- 13:30 max scheduled duty

International Duty Period

- 14:00 max scheduled duty

CDO Duty Period

- 14:00 max scheduled duty

Red-eye Duty Period

- 12:30 max scheduled duty

Due to unforeseen circumstances, all duty periods can exceed scheduled limits to a maximum of 16:00

FA may agree to exceed 16:00

Required Rest

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Minimum Scheduled Rest

- 10 hours on a layover
- 11 hours in domicile

Reduced Rest (Due to Irregular Operations)

- 10 hours on a layover (not reducible)
- 10 hours in domicile

Re-schedule vs. Re-route

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Re-Schedule

- Occurs when a change is made before 18:00 LDT the day prior to trip report

Re-Route

- Occurs when a change is made after 18:00 LDT the day prior to trip report

Article 5.M gives guidelines based on different scenarios that Crew Scheduling follows when re-scheduling and re-routing.

Deadheading

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Deadhead

- When a crewmember is flying positive space to or from a working assignment.

Deviating

- When a crewmember elects not to take a deadhead.
- Crewmembers may decide not to take a deadhead because he/she would like to get home earlier/stay at home longer/commuter/etc.

Deviating from Deadheads

- All deviations: Must call Crew Scheduling 24 hours prior to report to deviate in order to receive full deadhead pay.
- May deviate with less than 24 hours notice, but pay will reduce to 50%

Premium Adds & JRA

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Premium Add Folder

- May be picked up on a first-come, first-served basis
- Compensated at 2x hourly rate

Junior Assignment (JRA)

- Last resort for Crew Scheduling
- Flight attendants will be called in reverse seniority order
- Compensated at 2x hourly rate
- Refusals

Monthly Timetable

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Date	Time	Event
4 th day of the month	1200	Pre-award Bid Period closes.
No later than the 5 th day of the month	1200	New Base awards posted
No later than the 6 th of the month	1200	Monthly bids open and are posted (including Pre-awards)
7 th day of the month	1200	Credit Balancing starts – Company may adjust schedules below 50 Credit hours
8 th day of the month	1200	Credit Balancing ends
No later than the 8 th day of the month	1200	Base vacancies posted
11 th day of the month	1200	Medical release is required no later than 1200 to bid for the upcoming Bid Period.
12 th day of the month	1200	Bids close.
15 th day of the month	1200	Base vacancy bid closes and is effective no less than 45 days and no more than 60 days after bid closing
16 th day of the month	1200	Bid awards are posted.
16 th day of the month	1400	Reserve mixed line bidding begins
17 th day of the month	1200	View schedule in the Automated Bid System. Reserve and Mixed lines close.
18 th day of the month	1200	Reserve and Mixed Lines posted in the Automated Bid System. Recurrent Training trades open.
18 th day of the month	1200	Trade Board opens for Lineholders and Reserves – including split Trip trades.
19 th day of the month	1200	Open Time begins – DROP/ SWAP/ADD only – no splits
22 nd day of the month	1200	Pre-award Bid Period opens.
26 th day of the month	1200	Open Time Split and Trade Board Split for the current Bid Period close. Open Time Split for the new Bid Period begins.

Article 5.C

Flica Tutorials & Help

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Go through the tutorials during your downtime to familiarize yourself with FLICA

- Sign Out
- FLICA Recent Updates
- Bid Closes
 - Create a New Bid Close
 - Bid Close Archives
- ▶ Pilots
- ▼ Flight Attendants
 - ▶ Live CHI PrefBid
 - ▶ Live DEN PrefBid
 - ▶ Live MCO PrefBid
 - ▶ Live TTN PrefBid
 - ▶ Pairing Access- FAs
 - ▶ Reserve PrefBid
 - ▶ FA Mixed Lines
 - ▼ FA Daily Opentime Live
 - September (Complete)
 - October (Complete)
 - November (Bidding Closes Nov 29, 14:00EST)
 - ▼ FA Daily Opentime Split
 - September (Complete)
 - October (Complete)
 - November (Bidding Closes Nov 26, 14:00EST)
 - ▼ FA Trip Trades- Whole
 - September (Complete)
 - View TradeBoard
 - October (Complete)
 - View TradeBoard
 - November (Bidding Closes Nov 29, 20:00EST)
 - View TradeBoard
 - ▼ FA Trip Trades- Split
 - September (Complete)
 - View TradeBoard
 - October (Complete)
 - View TradeBoard
 - November (Bidding Closes Nov 26, 14:00EST)
 - View TradeBoard
 - ▶ FA RGS
 - ▼ FA RGS Trades and Swaps
 - September (Not Published)
 - View TradeBoard
 - October (Not Published)
 - View TradeBoard
 - November (Bidding Closes Nov 26, 08:00LT)
 - View TradeBoard
 - ▼ FA Aggressive Reserve

- ▶ RPB - ETB Import
- ▶ Maintenance
- ▶ Resource Management
- ▶ Account Services
- ▶ Default Preferences
- ▶ Tools
- ▼ FLICA Support
 - Crew Scheduling/Management Assistance
 - Situation Handling Instructions
- Contact Us
- Tutorials and Help
- Sign Out

Flica Folders

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Crew Scheduling Monitors the Following Folders:

- OpenTime Live
- OpenTime Split
- Trip Trade Whole
- Trip Trade Split

Crew Scheduling will process these folders between 0700-2300 LDT and on an as-able basis from 2300-0700 LDT

OpenTime & Trip Trades

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OpenTime Live and Split Folders

- May add, swap, or drop full trips or parts of trips
- First-come, first-serve basis
- Must submit requests by 1200 LDT the day prior
- May pick up Ready Reserve shifts if they are available
- Must have 65 minutes between domestic flights and 80 minutes between international flights if adding a trip to an already existing trip

Trip Trade Whole/Split Folders

- May trade full trips, parts of trips, and reserve days with other flight attendants
- Must submit requests no later than 1800 LDT the day prior for Trip Trade - Whole
- Must submit requests no later than 1200 LDT the day prior for Trip Trade - Split
- Must have 65 minutes between domestic flights and 80 minutes between international flights if adding a trip to an already existing trip

1-in-7 Requirement

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Scheduled 1 Day Off Every 7 Days

- Cannot be scheduled to work more than 6 days in a row
- Must be a full calendar day (0001 to 2400)
- Applies to all Flica transactions as well (when manipulating your own schedule)

General Flica Guidelines

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Important Reminders

- When submitting Split requests: all trips must begin and end in base
- You may only cancel a request when it displays pending status
- Once in processing status, it cannot be cancelled
- When Crew Scheduling is working through irregular operations, requests may show pending longer than usual

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If you are sick.....call Crew Scheduling

If you are unsure of your legalities.....call
Crew Scheduling

If you intend on deviating from a flight.....call
Crew Scheduling

We are here to help!



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Questions?

