

## **SECTION 6 - CREW ACCOMMODATIONS**

### **A. UNION HOTEL COMMITTEE**

1. The Union shall appoint a Hotel Committee which shall work jointly with the Company to establish and evaluate, on an ongoing basis, a list of acceptable crew hotels in all layover cities.
2. The parties shall establish procedures for changes, deletions, and additions to the approved hotel list as set forth below.
3. The role of the Union Hotel Committee shall be to provide the Company with information, to report the results of site inspection(s) to the Company, to assess the adequacy and suitability of the inspected hotel(s) and to make selection recommendations to the Company.
4. Prior to contract renewal with any listed hotel, the Company shall meet with the Union Hotel Committee and the parties shall agree as to the continued adequacy and suitability of the hotel for use as an approved crew layover hotel. In addition, should the Company decide to enter into a contract with a new hotel, the Company shall also meet with the Union Hotel Committee prior to entering into such contract, and the parties shall agree as to the adequacy and suitability of the new hotel for use as an approved crew layover hotel.
  - a. Should the adequacy and suitability of a hotel change during the term of a contract, the Union Hotel Committee or the Company shall bring the information to the attention of the other party as soon as is reasonably practicable. The Company and the Union Hotel Committee shall agree on what efforts shall be made to remedy any problems, who shall be responsible for promptly informing the hotel of the parties' concerns, and for reviewing the results of these efforts. Should the remedial efforts be unsuccessful, a new hotel may be approved as provided in Paragraph B.8., below.
  - b. Either party may propose additional or substitute hotels at any time. The Union Hotel Committee shall ensure that the hotel's representatives understand that the Committee is not authorized to negotiate room rates or any other contractual terms and conditions or to conclude any agreements with the hotel on behalf of the Company.

5. The Union Hotel Committee Chairperson, or her/his designee, shall be released from duty to inspect any hotels contemplated under this Section. When the Company requests that a Union Hotel Committee member conduct hotel inspections in lieu of sending a Company representative, any pay lost because of the release from duty shall be paid by the Company and the Hotel Committee member shall be provided with positive space on-line transportation to conduct the hotel inspection. Otherwise, the Union shall be responsible for the Hotel Committee member's flight pay loss and the Company shall provide Company Business space available transportation upon request. As an exception, the Company shall provide positive space transportation for one (1) Union Hotel Committee member for all TI hotel inspections.

## **B. LODGING**

1. The Company shall provide a comfortable, safe and clean single occupancy hotel room to a Flight Attendant when:
  - a. a Flight Attendant has a scheduled or unscheduled layover;
  - b. scheduled ground time exceeds four (4) hours (block to block);
  - c. unscheduled ground time is projected to exceed three (3) hours (block to block);
  - d. on an "On-Duty All Nighter (ODAN) pairing with ground time of four (4) hours or more, block to block, the room will be scheduled when the pairing is constructed.
2. A Flight Attendant on a pairing containing an ODAN (On-Duty All Nighter) duty pairing shall be provided overnight accommodations at an airport hotel if one exists and provided such property is consistent with the selection guidelines included in this Paragraph B., and the room rate is consistent with comparable property for a scheduled layover of fourteen (14) hours or less. If an airport hotel is not available, the Company shall work with the Union Hotel Committee to select a suitable hotel for such ODANs as close to the airport as possible.
3. On a scheduled layover of fourteen (14) hours (release to report) or less, the hotel shall be at or near the airport.

4. On a scheduled layover in excess of fourteen (14) hours (release to report), the hotel shall be in a metropolitan area, unless otherwise mutually agreed between the Union Hotel Committee and the Company, and within close proximity (safe walking distance) of shopping, theaters, restaurants, etc. Upon mutual agreement of the Union Hotel Committee and the Company, in instances of lengthy transportation to and from the metropolitan area, or other concerns, layovers in excess of fourteen (14) hours (release to report) for specific cities may be treated as an exception, and alternate hotels will be provided.
5. In selecting hotels, the Company and the Union Hotel Committee shall consider the following:
  - a. Hotels with twenty-four (24) hour restaurants or room service with discounted crew menus or twenty-four (24) hour transportation service to nearby restaurants;
  - b. Hotels with rooms for Flight Attendants as follows: on the second or higher floor, on the same floor, with queen or king-size beds, with doors that open to an indoor hallway and are removed from elevators, ice machines, and other noise sources, and have effective sound-proofing; are away from stairwells and emergency exit doors; with effective blackout curtains, self-controlled quiet heating and air conditioning systems and on non-smoking floors (individual crew members may request to be assigned to smoking rooms based on availability);
  - c. Availability of a separate crew sign-in sheet and crew rooms that will be immediately available upon arrival of the crew;
  - d. Hotels with unblocked telephones, free local calls, no charge for making toll-free calls and no long distance access charges, free hairdryers, coffee-makers, irons and ironing-boards;
  - e. Free high-speed or Wi-Fi internet access;
  - f. Safe and secure transportation for the crew members and their luggage;
  - g. Hotels that offer Flight Attendants the ability to cash checks up to fifty dollars (\$50);

- h. Hotels with adequate guest security;
  - i. Hotels with exercise facilities;
  - j. Responsiveness to concerns raised;
  - k. Problems with current renovation or construction; and,
  - l. Non-stop transportation to and from the airport.
6. In the event that regularly assigned lodging is not available or if the crew is diverted to other than the scheduled layover, the Company shall provide other like lodging. If the Company is not able to secure like lodging, the Flight Attendant will be allowed reasonable, actual expenses for other like lodging, substantiated by a receipt.
  7. If a hotel with an existing contract is undergoing renovation or construction, the Union Hotel Committee and the Company will, upon request of the Union, meet to determine the suitability of the hotel in situations where the renovation interferes with crew rest or safety.
  8. In the event the Union Hotel Committee and the Company are unable to agree upon the selection of a hotel, or the adequacy and suitability of an existing hotel, the Senior Vice President of Flight Operations, or a corporate officer designated by her/him, shall be requested to discuss the matters at issue, to mediate and seek resolution, and, if necessary, to make a final determination. The Senior Vice President, or a corporate officer designated by her/him, will make reasonable efforts to resolve the disagreement in a manner acceptable to both parties.
  9. Flight Attendants will be provided the same hotel as Pilots for a particular type of layover (short layover or long layover) unless the Union Hotel Committee objects to a particular hotel, in which case Paragraph B.8., above, will apply.

### **C. TRANSPORTATION**

1. The Company shall provide transportation at all layover stations.
2. At points other than the Flight Attendant's domicile, where the Company's scheduled or prearranged transportation is not

available within twenty (20) minutes after such is requested by the Flight Attendant, the Flight Attendant will be authorized to take alternate transportation to the hotel. On overnights scheduled for less than ten hours and thirty minutes (10:30), transportation shall be available within ten (10) minutes and the twenty (20) minute wait set forth above shall not apply.

- a. The expense for the transportation shall be paid by the hotel;  
or
  - b. If the hotel refuses to pay for alternate transportation, the Flight Attendant shall pay for the transportation and be reimbursed by the Company or the Company may provide a cab voucher.
  - c. Reimbursement shall be made on the paycheck containing the pay exceptions for the month following the submission of the expense. The Company may require receipts to be submitted from a Flight Attendant seeking reimbursement.
3. When authorized by Crew Scheduling, actual expenses for round-trip cab transportation within a ninety (90) minute radius of the airport will be allowed when substantiated by appropriate receipts when a Flight Attendant is called to duty, and agrees to report with less than two (2) hours' notice prior to the scheduled departure of a flight. Exceptions will be considered on an individual basis. In lieu of cab transportation, the Company will reimburse reasonable expenses for short-term parking (i.e., daily parking if available; if not available hourly parking).
  4. At a domicile, a Flight Attendant will be allowed actual transportation charges substantiated by receipts if the flight on which she/he is assigned terminates between 11:00 p.m. and 6:00 a.m. as a result of late operation.
  5. At a domicile where there is an employee bus service scheduled, a Flight Attendant will be allowed actual parking charges for a non-premium public parking area when substantiated by a receipt if the employee bus transportation is not available (not scheduled to operate) during periods when flights terminate or originate including the reporting period.

#### **D. GENERAL**

1. A Flight Attendant will not be required to provide a credit card in order to check-in to the hotel.
2. Each Flight Attendant shall pay for any incidental charges (i.e., telephone calls, in-room movie rental, etc.) prior to checking out of the hotel. Only telephone and movies may be charged by a Flight Attendant to her/his room. All other expenses (i.e., restaurant, lounge, room service, laundry/dry cleaning, etc.) must be paid at the time the services are rendered unless credit arrangements have been individually established by the Flight Attendant with the hotel upon check-in. It is the Flight Attendant's responsibility to resolve any discrepancies in incidental charges at the time of check-out.
3. Hotels, hotel phone numbers, van/limo service providers and van/limo service phone numbers will be listed in the bid packet and the Crew Management System. In the event there is a change in layover accommodations, the Flight Attendant shall be notified of the change as soon as possible. A Reserve Flight Attendant who has been advised to proceed directly to the gate area for a trip shall be notified of her/his crew accommodations and van/limo service provider prior to departure.
4. The Company shall arrange for crew hotels to provide an appropriate crew meal on Thanksgiving, Christmas Day and New Year's Day, in the event on-site or local restaurants are closed.
5. Crew Scheduling will not release information to third parties concerning the Flight Attendant's schedule unless authorized by the Flight Attendant. The Flight Attendant is responsible for providing hotel locations and phone numbers to her/his family members. In cases of emergency, Crew Scheduling will relay messages to Flight Attendants as soon as possible.
6. If a Flight Attendant chooses not to stay at her/his assigned hotel, she/he must advise Crew Scheduling no later than one (1) hour after the release time of the duty period and must provide a contact number where she/he can be reached. This provision will only apply to destinations outside the contiguous United States as long as a toll free number is provided for those destinations. If a toll free number is not provided, the Flight Attendant must notify another crew member on the pairing.

7. A Flight Attendant assigned to the same hotel for two (2) or three (3) consecutive nights must check in and out daily prior to a commencing a duty period, except while on a TDY assignment.

**E. FLIGHT ATTENDANT CREW LOUNGES**

1. The Company shall provide a crew lounge at each domicile.
2. The crew lounge at each domicile shall be clean, properly lighted, properly heated and air conditioned, well ventilated, and contain chairs, tables, computers and telephones.
3. The Company will consult with the Union Hotel Committee when establishing a new Flight Attendant lounge or making a major change to an existing Flight Attendant lounge.

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