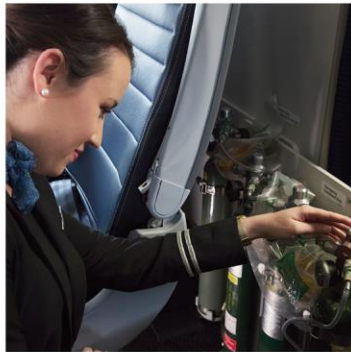
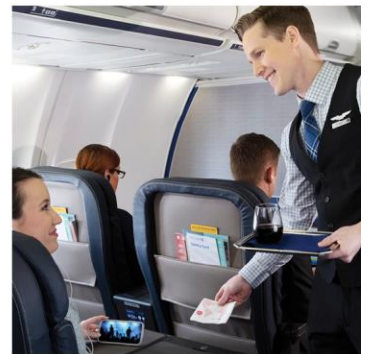
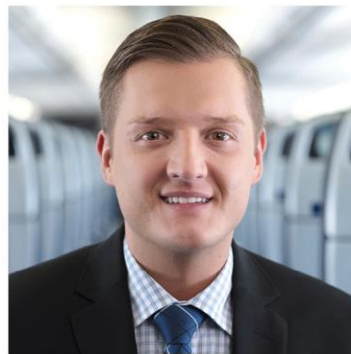
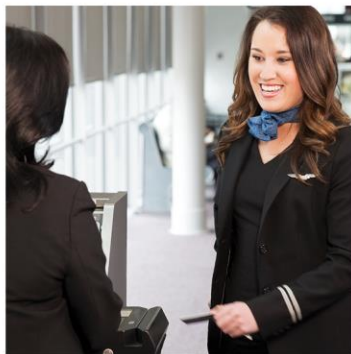




4. Adjustments Overview

Published August 17, 2018



WIN AS ONE
United



End of Month (EOM) Adjustment Process

End of month adjustments are necessary when a Flight Attendant's old month and new month schedules conflict, either because trips overlap or result in a legality.



In any month where you have a scheduled vacation you will not be subject to adjustment regardless of overlapping trips.

Adjustments

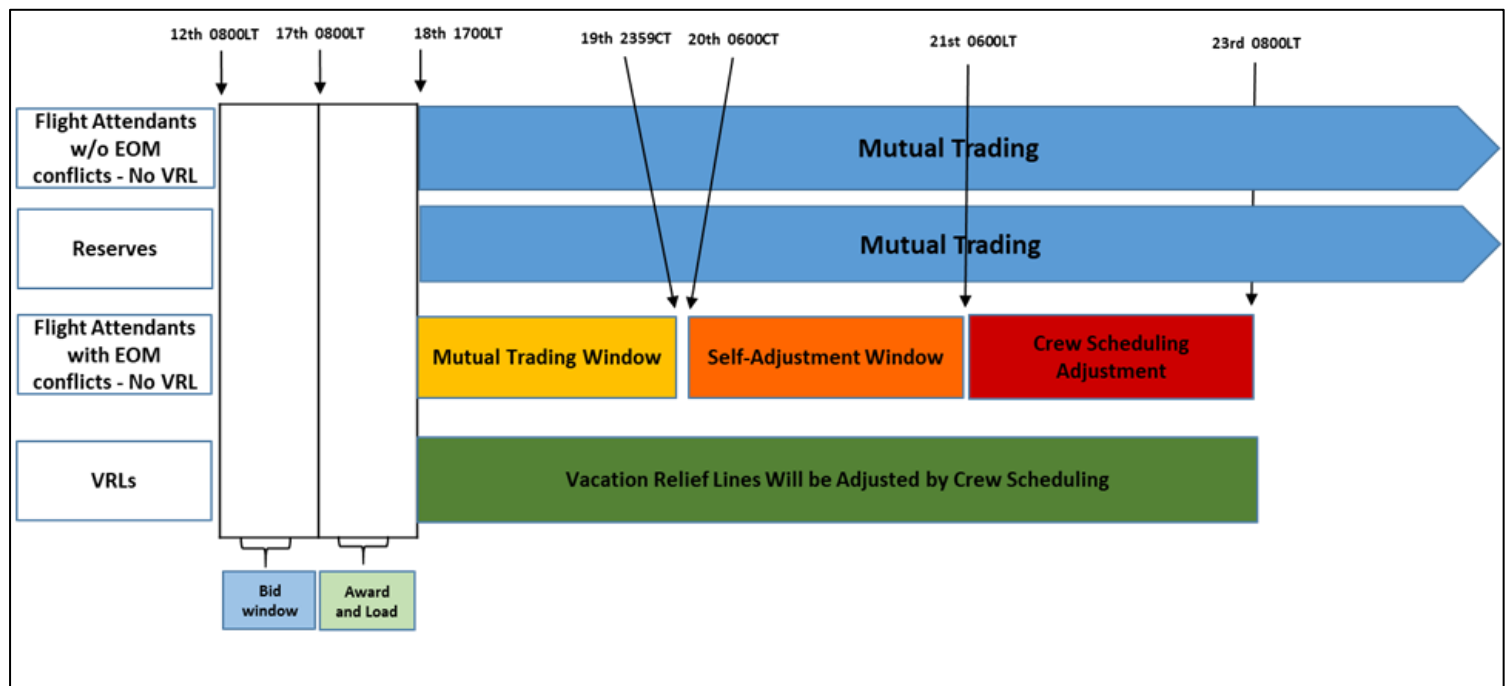
If the credit time difference between the inbound trip from the old month carried into the new month, and the conflicting trip(s) is greater than 3:00 you will be subject to an adjustment. Per the JCBA adjustments will be made in this order:

- The value of the replacement pairing(s) will be +/- 3:00 on the days originally scheduled to work.
- The value of the replacement pairing(s) will be +/- 3:00 on any available day(s).
- The value of the replacement pairing(s) will be no more than + 5:00 on any available day(s)

United and AFA have agreed to use a parameter of not more than 3:00 for implementation due to programming limitations. At some point in the future, we will correct the programming to allow for the use of the 5:00 parameter. We will announce this change in advance of its implementation.

For example, if you bring 6:00 in from the old month, and it makes you illegal to fly your first trip in the new month (worth 15:00), then the credit time difference is 9:00. You will be subject to an adjustment of 9:00 +/- 3:00, making the line value adjustment range 6:00-12:00. In the future when programming is available you could be adjusted up to 14:00.

Adjustment Timeline



Mutual Trade Process



The first option to resolve an EOM conflict in the next month is to trade one of the conflicting trips with another Flight Attendant. You can trade either the trip in the old month or the conflict trip(s) in the new month. Mutual trading begins at 17:00 HDT on the 18th. You will have at least 24 hours to complete a trade with another Flight Attendant that eliminates the conflict, you may also conduct mutual trades without resolving the conflict. If you are unable to resolve your conflict or choose not to resolve the conflict through mutual trades, at 23:59 Central time on the 19th, your line will be blocked from further mutual trading until the conflict is resolved. Once the conflict has been resolved, your guarantee will be reset, your line will be “unlocked” and you will be able to conduct mutual trades for the duration of the bid month.

Jobshare (J/S) and Partnership (P/S) Flight Attendants will be locked out from mutual trading until the line has been split. Once the J/S or P/S lines have been split the mutual trades may be conducted under the same parameters as above.

Self-Adjustment Process

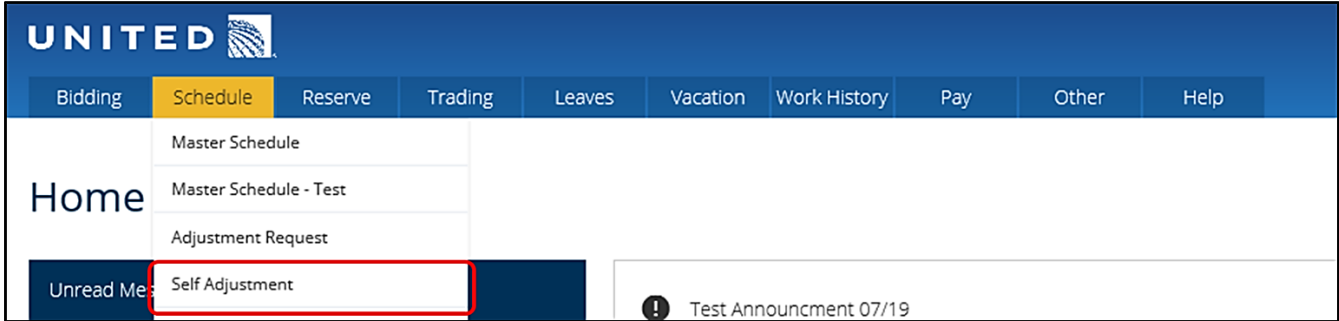
If you do not resolve your EOM conflict with a mutual trade, at 2359 Central on the 19th your conflict trip(s) will be dropped and you may use the self-adjustment process which begins at 0600 Central on the 20th. You will be given a list of solutions, involving one or more pairings, in the self-adjustment process that are pre-checked for legalities in your line. These trip(s) may also be presented in other Flight Attendant’s self-adjustment options, and will be used on a first come, first served basis.

Ideally, solutions will involve trips on days you were originally scheduled to work, however if none are available, or you are not legal, any other available day(s) may be used.

How to perform a Self-Adjustment

When the self-adjustment window opens on the 20th, you will be able to adjust your schedule by selecting “Self Adjustment” from the Schedule tab in CCS as illustrated in the image below. The self-adjustment screen will display complete solutions, or partial solutions, if complete solutions do not exist, that will recover the time lost due to your conflict.

To perform a self-adjustment go to **CCS > Schedule > Self-Adjustment**.



Complete Solutions

If one or more pairings or group of pairings exist that will satisfy the self-adjustment requirements, these complete solutions will display as shown below.



Self Adjustment						
Employee ID: U025199		Minimum adjustment needed (HHMM): 00735		Bid Period: Aug 18		Maximum adjustment needed (HHMM): 01335
Complete Solution Credit	Pairing Class	Pairing Number	Pairing Date	Pairing Position	Credit (HHMM)	Credit Carryover(HHMM)
<input type="radio"/> 01001	F	B0769	Aug 06 18	FA01P	01001	
<input type="radio"/> 00835	F	B0658	Aug 08 18	FA01	00835	
<input type="radio"/> 01335	F	B0658	Aug 08 18	FA01	00835	
	F	B3205	Aug 10 18	FA01	00500	
<input type="radio"/> 01335	F	B0658	Aug 08 18	FA01	00835	
	F	B3205	Aug 11 18	FA01	00500	
<input type="radio"/> 01335	F	B3205	Aug 08 18	FA01	00500	
	F	B0623	Aug 11 18	FA02	00835	
<input type="radio"/> 01335	F	B3205	Aug 08 18	FA01	00500	
	F	B3209	Aug 11 18	FA01	00835	
<input type="radio"/> 01335	F	B0658	Aug 08 18	FA01	00835	
	F	B0616	Aug 17 18	FA02	00500	
<input type="radio"/> 01335	F	B0658	Aug 08 18	FA01	00835	
	F	B3205	Aug 17 18	FA01	00500	
<input type="radio"/> 01335	F	B3205	Aug 08 18	FA01	00500	
	F	B3208	Aug 18 18	FA01	00835	

- Employee ID:** Your employee number
- Minimum Adjustment Needed:** The minimum number of hours required to adjust your schedule
- Bid Period:** The bid month for which the adjustment is needed
- Maximum Adjustment Needed:** The maximum number of hours required to adjust your schedule
- Complete Solution Credit:** The number of hours that your schedule will be adjusted by based on each specific solution. *This column will vary based on the type of solution that is available (could also show "Partial Solution Value")
- Pairing Class:**
- Pairing Number:** The pairing number of the solution
- Pairing Date:** The start date for the pairing
- Pairing Position:** The Flight Attendant position
- Credit Time:** The number of hours the pairing is worth
- Credit Carryover:** Amount of time carried into future month

To view the details of a pairing, click on the pairing number. To view flight information, click on the flight number while the pairing information is expanded.

<input type="radio"/> 00745	F	B3211	Aug 19 18	FA01	00745	
<input type="radio"/> 01248	F	B3211	Aug 19 18	FA01	00745	
	F	B3206	Aug 28 18	FA01	00503	
<input type="radio"/> 01003	F	B0617	Aug 19 18	FA02	00500	
	F	B3206	Aug 28 18	FA01	00503	

Choose a solution that you desire by clicking the radio button. Then click "Submit" as shown in the image above. You may print your confirmation by clicking right clicking on the screen and selecting "Print".

Partial Solutions

If there are no solutions that completely satisfy the self-adjustment requirements, a list of partial solutions will be displayed as shown below. Partial solutions are legal pairings that partially satisfy the line value adjustment range. You must pick as many partial solutions as are necessary to satisfy the line value adjustment. You may see additional trips from open time, which have not been pre-checked for legalities in your line, but may resolve your conflict, either by themselves or in combination with a partial solution.



Self Adjustment						
Employee ID: U188416			Bid Period: Aug 18			
Minimum adjustment needed (HHMM): 00651			Maximum adjustment needed (HHMM): 01251			
Selection	Pairing Class	Pairing Number	Pairing Date	Pairing Position	Credit (HHMM)	Credit Carryover(HHMM)
Partial Solutions from CMS						
<input type="checkbox"/>	F	B0616	Aug 09 18	FM01P	00500	
<input type="checkbox"/>	F	B0629	Aug 10 18	FM01P	00507	
<input type="checkbox"/>	F	B0629	Aug 10 18	FA02	00507	
OpenTime Pairings						
<input type="checkbox"/>	F	B0769	Aug 06 18	FM01P	01001	
<input type="checkbox"/>	F	B0769	Aug 06 18	FA02	01001	
<input type="checkbox"/>	F	B0658	Aug 08 18	FA01	00835	
<input type="checkbox"/>	F	B3212	Aug 08 18	FA01	00507	
<input type="checkbox"/>	F	B3205	Aug 08 18	FA01	00500	
<input type="checkbox"/>	F	B0726	Aug 09 18	FM01P	01207	
<input type="checkbox"/>	F	B3002	Aug 09 18	FA02	01201	
<input type="checkbox"/>	F	B0770	Aug 09 18	FA01	01040	
<input type="checkbox"/>	F	B0770	Aug 09 18	FA02	01040	
<input type="checkbox"/>	F	B0770	Aug 09 18	FM01P	01040	
<input type="checkbox"/>	F	B3205	Aug 09 18	FA01	00500	
<input type="checkbox"/>	F	B3002	Aug 10 18	FA02	01201	
<input type="checkbox"/>	F	B0661	Aug 10 18	FA01	01051	
<input type="checkbox"/>	F	B0612	Aug 10 18	FA02	00648	
<input type="checkbox"/>	F	B3212	Aug 10 18	FA01	00507	
<input type="checkbox"/>	F	B0635	Aug 10 18	FA02	00501	
<input type="checkbox"/>	F	B3205	Aug 10 18	FA01	00500	
<input type="checkbox"/>	F	B3209	Aug 11 18	FA01	00835	

Choose as many partial solutions or combinations with open time as necessary to satisfy the line value range, by checking the boxes. Then click “Submit”. You may print your confirmation by right clicking on the screen and selecting “Print”.

Adjustment by Crew Scheduling

If you are unable to resolve the conflict through mutual trading or self-adjustment Crew Scheduling will resolve the conflict without your input. You may be assigned to any legal pairing that meets the adjustment criteria on any open day in your schedule.

If the Crew Scheduling cannot find a suitable pairing(s), to resolve your conflict, you could be assigned to Reserve Adjustment (RA) days on the days you were originally scheduled to fly, and then on remaining days(s) off in the new bid period, even as a Lineholder. As a Reserve, you may participate in Reserve Preferencing or contact Crew Scheduling to be assigned a trip from open time prior to Reserve Preferencing.

- A Lineholder may elect not to be assigned RA days, which would result in a subsequent reduction in line guarantee, if they specify this in the Adjustment Request screen in CCS during bidding.

IMPORTANT NOTE: If you do not wish Crew Scheduling to have the option to assign you RA days during the adjustment process, you must select this option during the primary bidding process each month. You must select this option before you know whether you have an EOM that will require an adjustment. If you select the “do not use” for the RA days option, Crew Scheduling will still have the ability to adjust your schedule with available pairings, but will not be able to use RA days as an option.

It's important to understand, that if you select “do not use” for the RA days option, and if there is no pairing available to satisfy your EOM, your guarantee will be reduced by the value of the conflict pairing that is dropped from your new month's schedule.

In CCS, under the Schedule tab, select the Adjustment Request screen. There is a difference between the Adjustment Request screen and the Self Adjustment screen.