



## **Endeavor AFA Master Executive Council Policy & Procedures Handbook**

Whereas, the Endeavor Air Master Executive Council is the representative body of the Endeavor Air Flight Attendants,

Whereas, the Endeavor Air Master Executive Council pledges to support the entire membership of Endeavor Air Flight Attendants,

Whereas, the Endeavor Air Master Executive Council pledges to work within the parameters of the Policy and Procedures Handbook to provide guidelines for accountability and transparency,

Therefore, *Be It Resolved*, that the Endeavor Air Master Executive Council pledge its full support to the Master Executive Council Officers and Committee Chairs,

*And Be It Further Resolved*, that the Endeavor Air Flight Attendant Master Executive Council pledge to pursue the courses of action directed towards the best interests of its membership with full transparency.

*And Be It Further Resolved* that these Policies and Procedures will in no way conflict with the Constitution and By-laws of the Association of Flight Attendants-CWA.

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# **Endeavor AFA Policy & Procedures Handbook**

## **Purpose**

This policy and Procedures Handbook is written to provide a guideline for Officers, Committee Chairs and Committee Members to effectively represent the Association of Flight Attendants at Endeavor Air.

The Endeavor Air AFA Master Executive Council (MEC) will work consistently within the AFA International Constitution and By Laws. This policy is meant to augment AFA-CWA Constitution and Bylaws, and shall not contradict it.

## **AFA-CWA Mutual Respect Policy**

(Effective 01/01/08)

The Association of Flight Attendants-CWA is opposed to any discrimination based on age, color, disability, gender identity and gender expression.

Among trade unionists there is a very high degree of appreciation of the need to respect the dignity of every individual. Nevertheless in all organizations there should be vigilance to ensure that all participants feel they are able to operate in an atmosphere in which they feel comfortable and safe.

AFA-CWA is committed to creating and maintaining a working environment based on dignity and mutual respect. AFA-CWA will neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, abusive or offensive environment. This commitment applies to all officers, members, and staff in AFA-CWA work places, meetings, activities and social gatherings whenever they may take place around the world.

As an employer, the AFA-CWA has a legal as well as moral responsibility to protect its employees from any form of harassment, abuse or similarly unacceptable behavior. This applies to the working environment in all AFA-CWA offices and to AFA-CWA meetings wherever they are held.

## **What is unacceptable behavior?**

Unacceptable behavior includes unwelcome physical, verbal or non-verbal conduct including the use of electronic communication and any behavior that ridicules, intimidates, or is physically abusive or disruptive.

This may have as its focus such things as:

- Race, ethnic origin, nationality, and skin color
- Gender and sexual orientation
- Disabilities or sensory impairments
- Age, health, or physical characteristics
- Religious or political beliefs

This may involve such forms of unwanted behavior as:

- Unwanted physical contact and/or advances
- Physical or sexual assault
- Sexual or compromising propositions
- Racists, sexist or religious jokes
- Offensive language, insults and obscene gestures
- Unwelcome gifts
- Intrusion by pestering or stalking

These lists are not all-inclusive.

## **Guidelines – AFA Mutual Respect Policy**

AFA-CWA is committed to creating and maintaining a working environment based on dignity and mutual respect. This should apply to meetings, socializing and all the events around AFA-CWA activities.

What we ask of you:

- To treat everybody, including all AFA-CWA members, leaders and activists, as well as AFA-CWA staff members and meeting guests, with respect and dignity.
- To make absolutely sure your own behavior does not cause offense or misunderstanding and be open to comments from others that you may have caused offense.
- To think before you make personal remarks.
- To accept responsibility for challenging all forms of unacceptable and offensive behavior, and for upholding personal dignity.

## **Leadership Responsibility**

It is the responsibility of the senior AFA officer or representative at a Union meeting or event to:

- Lead by example, setting a proper tone and maintaining an appropriate level of decorum for the meeting or event.
- Bring violations of this policy to the attention of the person(s) involved and ask them to cease and desist or to leave the meeting or event.

We welcome your cooperation in our practical efforts for making AFA-CWA meetings, activities and work places a positive experience for everyone.

# ***Endeavor Air AFA Master Executive Council***

## **MEC Officer Duties**

### **MEC President**

- I. The MEC President is the spokesperson to management at Endeavor Air. All duties as outlined by the AFA Constitution & By Laws will be adhered to at all times. The MEC President will receive direction from the LEC Presidents on the key issues to present to management.
- II. Communication is the key to a successful President. The President will ensure that biweekly meetings are held with a quorum of MEC members. These will be led by the President to ensure that he/she is receiving direction from the LEC Presidents. It is the responsibility of the President to ensure communication between all members of the MEC.
  - a. MEC President or designee will email the MEC a bi-weekly report on issues being worked on and a general update.
- III. The MEC President will have overall responsibility for the following committees: ASHS, EAP, and Grievance. While the President has overall responsibility for the committees, the committee chairs will work as outlined in the Committee Section.
- IV. The MEC President, in a collaborative method, will assign committees to the other MEC Officers that will include their feedback on what committees they would like to oversee.
- V. The MEC President will ensure that communications to all members are consistent with the direction from the LEC Presidents.
- VI. The MEC President will conduct biweekly teleconference meetings with other MEC Officers in order to ensure all MEC business is being handled appropriately.
- VII. The MEC President will be at all regularly scheduled Executive Board meetings, if not available will give proxy as is consistent with AFA-CWA ByLaws. Will update MEC by email within 48 hours if it is a time sensitive matter, if not then update at next MEC call.

### **MEC Vice President**

- I. The MEC Vice President will be responsible for any duties as prescribed in the AFA Constitution and By-laws.
- II. The President will assign all duties to the MEC Vice President.
- III. The Vice President will assume Secretary-Treasurer duties if the Secretary-Treasurer is unable to do his/her duties.

#### **IV. Perform duties of the President at his/her request or in the absence of the President.**

#### **MEC Secretary-Treasurer (MEC S-T)**

- I. The MEC S-T will assist the MEC President in the administration of MEC funds. She/he will review and maintain the monthly budget expenditures as provided by the AFA International Office. Budget Reports will be given at MEC meetings. Full accounting reports will be provided to Local Council Presidents upon request.
- II. Will maintain MEC records, keep minutes and supply them to the MEC and the International Secretary/Treasurer, as soon as possible, and will perform duties assigned by the MEC or the President.
- IV. The MEC S-T will report monthly on each budget to the MEC Officers. It is understood that the figures given will represent the most current and available information to the MEC S-T at the time.
- V. The MEC S-T is responsible for maintaining all final MEC Resolutions, Action Items, and Agenda Items and will keep copies of each in a binder to be available at each MEC Meeting.
- VI. The MEC S-T will be responsible for taking notes at all meetings (official and unofficial) and provide these minutes to the MEC within 5-7 days.
- VII. Should the MEC S-T be unavailable to take notes, the MEC President or designee will take notes and provide these notes to the MEC within 5-7 days.
- VII. The MEC S-T will submit all Flight Pay Loss (predesignated), Trip Drop and Positive Space requests. The MEC Officers will be copied on the emails to the company. Should He/She not be available to send in the request, due to vacation, etc, the MEC Vice President will submit the requests and copy all MEC Officers on the requests.
- VIII. Official Meeting minutes will be submitted following the AFA Constitutions & By Laws.

#### **MEC Meeting Requirements**

- I. The Endeavor MEC shall be consistent with the AFA Constitution & By Laws. Meetings will be consistent with the AFA Constitution & By Laws.
- II. The Endeavor MEC shall have official in person meetings no less than two times a year. The Secretary-Treasurer shall be responsible for drafting an agenda for submission to the President and Vice President; the agenda shall be finalized for posting to the membership no later than 15 days

prior to the meeting. This posting will be done by E-line, Website and Bulletin Board.

- A. It is required that all MEC Officers and LEC Presidents (or their proxy) be in attendance at all Endeavor Air AFA MEC meetings.
  - B. The MEC President will provide a “State of the Union” presentation to include Endeavor Air and International issues.
  - C. The MEC Vice President will provide information on what he/she is working on for the MEC.
  - D. The MEC Secretary-Treasurer will provide an update on the budget and expenses.
  - E. The MEC Committee Chairs shall be encouraged to attend and shall be notified of each meeting 30 days prior to the meeting. A written report of MEC Committee Chairs will be required.
  - F. Member’s questions can be entertained at the end of each meeting.
  - G. The MEC President shall be the chair of each meeting.
  - H. The Secretary-Treasurer shall be required to keep minutes of each meeting. The minutes for the meeting shall be presented to the MEC at the beginning of the next meeting for approval, unless the timing is otherwise directed by the MEC. Once approved, the Secretary-Treasurer shall send the minutes to the MEC and the International Office.
  - I. The MEC meeting shall be run in a professional, efficient manner, utilizing rules of order, advance agenda items, etc., as appropriate.
  - J. Flight Pay Loss for all MEC meetings will be capped at 16 hrs. Additional FPL needed will be billed to the local council in need of the extra FPL.
  - K. Last minute proxy requests would be billed maximum 16 hours to the MEC Budget. The LECP would determine whether to drop their associated Union Leave or have it remain and it would be billed to the corresponding LEC Budget. Example: LECP notifies MEC of proxy as soon as possible. Proxy has 22 hour trip. MEC would cover 16 hours max, LEC would cover 6 hours. LECP would inform MEC how they want their FPL handled (dropped unpaid or billed to their local)
- III. The three MEC officers shall also meet in person or via conference call at least twice a month for strategic planning purposes when appropriate, including following the annual Board of Directors meeting for the budget building process.

## **MEC Bi-weekly Conference Calls**

- A. The MEC will conduct Bi-Weekly Conference Calls. Time, length of call, and date to be determined by the MEC.
- B. These Conference calls will be for informal discussion on issues and concerns within the airline, MEC, etc.
- C. The MEC President will chair the meeting.
- D. All members of the MEC will submit agenda items to the MEC President 48 hours prior to the call excluding late agenda items.
- E. The MEC President or designee will create an electronic method with MEC access for submission of agenda items.
- F. The MEC President will provide an agenda within 24 hours of the call excluding late agenda items.
- G. The MEC Secretary - Treasurer or designee will keep meeting minutes of discussion topics for future reference. These meeting minutes will be available to all MEC members within 7 days. The method of delivery will be determined by the MEC Secretary - Treasurer.
- H. Meeting minutes will be considered Internal Communication for MEC Members only.

## **Labor Management Meetings**

- A. The MEC President will schedule Labor/Management meetings with the company monthly at a mutually agreed upon time and date.
- B. Prior to each meeting, the entire MEC will provide feedback and topics of discussion at the meeting. There will be an electronic format with access to all MEC members and be able to provide feedback.
- C. These meetings will be to discuss overall issues with management.
- D. The MEC President will submit an agenda to the MEC 7 days prior to the meeting for informational purposes. Once the agenda has been approved by the MEC, the agenda will be forwarded to management 5 days prior to meeting
- E. The MEC President will send the updated agenda received from management to the MEC for informational purposes.

## **General Meeting Requirements**

- A. Prior to each meeting with management/company representatives, the AFA Representative/Committee Chair leading the meeting shall contact the MEC officer overseeing the committee and let them know the topic(s) of the meeting. The MEC Officer will notify the rest of the MEC.

- B. The MEC will be provided the opportunity to submit topic(s) for the meeting.
- C. Meetings with senior management/company representative shall be attended by two AFA representatives (officers, committee chairs and/or AFA staff), unless there is a strategic decision for a single representative to attend the meeting, which will be approved by the MEC.
- A. There shall be an e-mail or phone call after all meetings within 48 hours to the MEC as follow-up.
- B. Timely issues shall be reported within 48 hours to the members of the MEC, or regular discussions and maintenance of issues that will not directly affect the members or Local Council business may be reported at a regular meeting of the MEC as part of the MEC Officer report(s).

## **Tape Request Policy**

Any grievance rep or MEC/LEC Chair/ Officer can request a tape. They directly email MECP and CC the LECP of the local the Flight Attendant is in, and the MEC grievance chair.

Then MECP requests the tapes and sends them to the person requesting the tapes(Any grievance rep or MEC/LEC Chair/ Officer), the LECP of the local, and the MEC grievance char.

If it is an MEC issue MEC grievance will send the send tapes to all LECPS.

## **Communications**

It is the intention of the MEC to communicate as often as the situation indicates, with a minimum quarterly written newsletter to be distributed via email. This shall be augmented by website updates, crew room sits, phone tree updates, email updates, etc.

1. **All members of the MEC will provide** written notices of their unavailable time and the name and telephone number of the individual who will be **covering their duties** in their absence; **if longer than 24 hours**
2. The LEC shall give a current list of its LEC Committee Chairs and local Council representatives to the MEC Officers whenever there is a change to the Roster or upon request;
3. All Elines and meeting notices to the Membership will be previewed to the MEC prior to distribution by the Communications Chair or Designee.
4. All matters brought before the MEC for a vote shall be decided consistent with the AFA-CWA Constitution and Bylaws.

It is important that the entire MEC communicates issues with the same talking points. The MEC will discuss any major issues and what the communication points to members will be and how to answer questions on any issue that arises from members. This is a critical aspect of communicating to our members.

## **External Communications**

- The MEC Communications Chair will report to the MEC President or Designee.
- The Chair will, at their discretion, designate other committee members to assist.
- The MEC Communications Chair will create electronic documents to be used by all the MEC Committee chairs in order to collaborate on eline articles.
- The MEC President, Vice President, Secretary-Treasurer and legal will be collaborators on all electronic documents.
- The MEC Communications Chair will receive all pertinent information to be sent out in timely manner in order to prepare the article for release. d by the MEC.

## **Email Communications**

Email Communications are the primary source for communication from the MEC, LEC and Committees to the members. These communications are for members only and will be sent to members only.

## **MEC Elines**

Members need to know where, when and how to get information from the union. It is best to set up a regular schedule for distribution of communications from the union.

- a. An MEC Eline will be sent out every Friday evening to all members.
- b. The MEC Communications Chair or designee will work within the following guidelines to ensure that an MEC Eline is sent out.
  - i. Monday - Will email the entire MEC for topics for discussion that week's eline. The MEC will respond with potential topics for the eline.
  - ii. Tuesday - Begin writing the eline articles or recycle articles if needed.

- iii. Wednesday - Will email all collaborators on the electronic document which should include the MEC President, Vice President and Secretary-Treasurer and Legal. The email will include a request for the collaborators to review and approve the eline contents for accuracy and messaging.
- iv. Thursday - Will email the entire MEC plus Legal a preview of the eline that will be sent on Friday.
- v. Schedule the eline for distribution on Friday at 2200 CST.

### **State of the Union Elines**

- a. The MEC President will send out at minimum a Quarterly Email on the First Monday of the each quarter.
- b. The eline will be written by the President presenting an outlook on the "State of the Union" with the approval of Legal.
- c. The message should include topics that have been discussed with management and any resolution.
- d. The message should include issues that are still outstanding and what we are doing about them.
- e. It should be forward thinking as well discussing what we will be bringing forward to management during Labor/Management Meetings.
- f. The MEC Communications Chair or designee will be responsible for previewing the eline to the MEC and sending to members.

### **Committee Elines**

- a. All MEC Committee Chairs will be responsible for writing at least one eline a quarter to discuss the topics that they have brought forward to management for their committee.
- b. This requirement does take into consideration any breaking news issues that we need to report such as ASHS, ASAP, or EAP issues that will need to be addressed.
- c. All committee elines will go out on Wednesday. The following rotation will be utilized after implementation of the plan:
  - i. Month One - ASHS, Hotels, Government Affairs
  - ii. Month Two - EAP, Uniform & Cabin Standards, Membership (if no new hire classes)
  - iii. Month Three - ASAP, Jumpseat, Education & Training (general information)
- d. It is understood that the committees may need to send out information earlier than is indicated in the above rotation.

- e. The MEC Communications Chair or designee will assist with the editing of the articles, however will not do the bulk of the writing. The MEC Communications Chair or designee will be responsible for previewing the eline to the MEC and Legal.
- f. The following Schedule will be utilized for specific MEC Committees:
  - i. **Scheduling** - Eline will be sent on the 9th of every month to include information on bidding and the meeting minutes of the previous meeting with management.
  - ii. **Reserve** - Eline will be sent out within one week of the monthly Reserve Meeting on a Wednesday along with updates from the Scheduling/Reserve meeting.
  - iii. **Grievance** - Eline will be sent out quarterly and will discuss previous MEC Grievances and a summary of individual grievances. It will include the "Grievance Process" information for members.
  - iv. **Membership Committee** - Email will be sent out quarterly after a New Hire class Graduates letting everyone know to welcome the new hires.

### **Education and Training Elines**

- a. The Education & Training Committee is tasked with working with management to develop new programs and to assist in implementing them. They will also be responsible for educating Flight Attendants on all kinds of issues that include new procedures, processes, contract questions and many other operational concerns.
- b. The committee will send out educational Elines on the 3rd Wednesday after each meeting with management.
- c. The committee will request information from the MEC on what contractual issues or training issues should be addressed in the monthly eline and Legal will be consulted.
- d. The MEC Communications Chair or designee will be responsible for previewing the MEC and sending out the eline to the members.

### **Breaking News/Special Elines**

- a. The MEC Communications Chair or designee will receive breaking news information as soon as possible (preferably at the same time as the MEC) in order to begin writing the article.
- b. Preferably, the MEC President or designee will assist in writing the article along with the Chair.
- c. The eline will be sent out according to the request of the MEC President or designee.

d. The MEC will be previewed along with Legal.

## **Website Communications**

- The edvafa.org website is an integral to the success of the union.
- The MEC Communications Chair or designee will be responsible for updating the website on a weekly basis with pertinent information from the Union on activities based on feedback from the MEC.
- The Communications Committee will also include information from International when appropriate based on feedback from the MEC.

## **Electronic Bulletin Board**

- **Updated at a minimum of once a month**
- **Use to relay important contract information**

## **Social Media Communications**

### **Facebook News Feed Page**

The MEC Communications Chair or designee will be responsible for posting pertinent information on the Facebook News Feed page as directed by the MEC.

### **Twitter**

The MEC Communication Chair or designee will be responsible for posting pertinent information on Twitter or retweeting as directed by the MEC.

## **Consistent Communications**

### **Reliable Communication**

All members should have access to information at the same time. Social media is a tool for extending our reach, but it should not be the place where news breaks. The most effective way to spread our message is to brand our communications. Through consistent, reliable distribution of information members know where they can get accurate information and they will start to turn to these places for their information. Then, provide a link to that information on Facebook and through other social media vehicles

### **Ask: Do all members have access to this information?**

If an issue is brought up on Facebook, never add to the conversation unless your response is based on communication that has been made available to all members. If the issue is burning, the best course of action is to call an MEC / LEC Officer and help compile a posting that addresses the issue and may be posted on the website. Then, answer the issue by directing Facebook users to the official posting from our union.

### **Communication Flow**

In order to provide our members, the company and the press with a consistent message; to support any Negotiations, Legal or Grievance strategy; to coordinate specific efforts of our experts in each Committee; and ultimately to best support our advocacy for Flight Attendants the MEC / LEC Officer acts as a central point of contact and clearing house for all communication. Once a core message is approved by the appropriate departments it is posted, sent or broadcast and hopefully repeated locally so members are receiving the message frequently and from many different mediums and sources.

We will work to release information as soon as possible, but always remember it is better to ensure the information is correct than simply fast. If there is a concern about how quickly communication is moving or there is a question about the communication, please call an MEC / LEC Officer.

It is best not to reproduce communications from other Local Councils without confirming the accuracy of the information.

When in doubt, contact the MEC / LEC Officers before publishing.

Spreading the message of course, the Local Council Officers and Committee volunteers are the face of AFA and our Union will always be most effective in our communication when members hear from their Local leadership. Use MEC E-lines, website postings, etc. as the basis for personalized messages to the Local Membership, or to address a Local issue as it arises. The Local Councils further the communication of the message with Local meetings, crew room visits, personalized Local messages through mailings or Local E-News, flyer distribution and any other creative communication vehicles. Statistics show a message may be delivered 17 times in 5 -7 different ways to a recipient before that message becomes his or her own.

## **Two-Way Communication**

Communication is not one direction. The Local Council Officers, committee members and volunteers should report reactions, questions and responses from the membership to their Local President and the MEC Officers. The Local Presidents deal with Local issues and make the MEC Officers aware of the problems, issues, and steps in dealing with the situation. Local Communication volunteers and other AFA volunteers are crucial ensuring relevant communication and education is being provided to the Membership, and in turn the leadership is best able to represent their Members. At no time should any AFA volunteer make assumptions when answering membership questions. It is imperative that the information be credible, not necessarily quick. All communication should be verified with the Local President.

## **Commitment**

We commit to using this policy and following the guidelines within it to improve communications and best provide members with consistent, reliable information from our Union. We will share this policy with all elected and appointed Union representatives and obtain their commitment to follow these practices as well.

## **Communication from the membership**

To make it easier for members to reach any Union Representative we will utilize the Grasshopper phone service. This service will allow members to reach any representative by calling just one phone number 855-4-EDV-AFA (855-433-8232).

When a member dials the number they will be prompted with the following options: Select a committee, dial by name, or dial by extension #. Once they have made their selection they will be asked to announce themselves. The system will then make the call to the representative announce who is calling and give the representative the option of taking the call or sending them to voice mail. If a voice mail is left then an email is sent to let the representative know that they received a call and they can play the message by clicking on the link in the email or calling into their extension to listen to the message over the phone.

## **Professional Decorum**

The AFA ethical practices are hereby incorporated. The EDV MEC views them

as a base-line, with the recognition that unions must meet a higher standard of conduct and professionalism than most business practices require. The requirement set out in the EDV leadership application form lists these expectations.

In addition, the following guidelines shall apply to all AFA leaders.

- Every effort will be made to return phone calls within 24 hours. There will be a professional outgoing phone message, including how to reach the AFA rep, or when that rep will return from flying or vacation and will be available again.
- **Every effort will be made to return emails within 24 hours.** Email proficiency is expected. Email basic etiquette is required.
- Performance as Flight Attendants should be exemplary.
- Professional (business casual) dress and decorum is expected in the conduct of Public AFA business.

## **Quasi-Management Roles**

If the MEC deems the AFA rep that holds a training/ instructor role to be performing this job in contradiction to the best interests of AFA, he/she will be asked to make a choice between these positions.

## **AFA Property**

AFA provides various equipment to AFA representatives including computers, **printers, scanners** fax machines, filing cabinets, etc. The MEC President or designee shall maintain an inventory of this equipment. At the end of the term of office, or upon resignation from MEC committee jobs, all equipment and files will be returned **or purchased from AFA International.**

## **Endeavor Labor Coalition**

The EDV MEC shall participate in and encourage coalition with the other unions on the property for the purpose of information sharing, solidarity building and accomplishment of other joint purposes. The MEC President or designee will request meetings, etc, of the coalition leaders when possible, to discuss issues that affect Endeavor Air. Two MEC officers will attend these coalition meetings.

# Committees

## Appointment or Election of MEC Committee Chairs

1. Committee Chairs who have close working relations directly with Endeavor management shall be elected by the MEC, upon application and an interview with the MEC. Committees to be elected will include Grievance, Air Safety, Health and Security (ASHS), Scheduling, Reserve, Training and Education (Training, Policy and Procedures - according CBA), and Hotel.
2. The Committee Chairs, who have indirect management contact, will be appointed upon application and interview by the MEC. These committees will include: Jumpseat, Membership, EAP, Government Affairs, Communications. All AFA activists shall be expected to fill out the EDV MEC volunteer form prior to formalizing their appointment.
3. All MEC Committee Chair positions will run concurrent to the LEC terms of office. All MEC Committee Chair positions will be opened with a minimum of 21 days however this can be extended should the need arise.
  - A. An email and website notification will be provided to all membership of the MEC Committee Chair positions
  - B. Letters of interest and Applications will be collected by the Secretary Treasurer and distributed to the MEC after the application period closing date.
  - C. The MEC President will coordinate an in person meeting or conference call in order to interview potential MEC Chairs.
  - D. Upon conclusion of the interview process, the MEC will either elect or appoint the MEC Committee Chair. The MEC reserves the right to appoint candidates as co-chairs if needed.
4. In addition, members who wish to be involved in one-time AFA projects will be required to fill in the Volunteer-At-Large application form. See Appendix for sample forms.
5. The Committee Chair in consultation with the MEC President or the designee shall approve committee members. One or the other can veto approval.
6. All Committee members will be required to sign the MEC Committee Commitment to Serve Form. See Appendix for sample.

## **Vacancy of MEC Chair Positions**

Should a vacancy arise in a MEC Committee Chair Position, the following process will be utilized:

1. The open position will be posted through email and website update.
2. Posting will be for a minimum of 14 days unless otherwise decided by the MEC.
3. Letters of Interest and Applications will be collected by the Secretary-Treasurer and distributed to the MEC after the application period closing date.
4. The MEC President will coordinate an in person meeting or conference call in order to interview potential MEC Chairs.
5. Upon conclusion of the interview process, the MEC will either elect or appoint the MEC Committee Chair.

*NOTE: Some Committee Chairs (ie Grievance, Scheduling, Communications) may require some hands on experience of potential volunteers before being elected or appointed. The MEC reserves the right to allow for this process prior to making a decision.*

## **MEC Standing Committees**

The following committees have been determined to be MEC Standing Committees. The overall responsibilities rest with the Committee Chair. Each Committee Chair will be given guidance and oversight by the MEC President or designee.

### **MEC Grievance Screening**

1. The Grievance Screening Committee will consist of the MEC President, MEC Vice President, a grievant's LEC President, the MEC Grievance Chair, and the AFA Staff Attorney or designee of any officer.
2. This Committee shall determine if a disciplinary or discharge grievance has sufficient merit to be scheduled for System Board of Adjustment hearing.
3. At a meeting to review a disciplinary/discharge grievance the Grievance Screening Committee shall determine whether to represent a grievant at the System Board of Adjustment hearing based on the following: (1) the available evidence; (2) any additional investigation the Committee deems necessary; (3) the likelihood of success at arbitration on the merits of the grievance; and (4) the opinion of the Staff Attorney.

4. The decision to schedule the grievance at a System Board of Adjustment hearing shall be by majority vote of the Committee members.
5. If the Committee determines that the grievance lacks sufficient merit, then the grievant will be notified that AFA will not represent the grievant at System Board of Adjustment hearing.
6. If the Committee determines that the grievance has sufficient merit, it shall be scheduled for an arbitration hearing as soon as practical, and the grievant shall be so informed.

## **MEC EAP/Professional Standards Chair**

The AFA Employee Assistance Program(EAP)/Professional Standards Committee Chair will report to the MEC President and will be responsible for all aspects of EAP and Professional Standards. Due to the sensitive nature and confidentiality of this committee, admission is the responsibility of the MEC Committee Chair and EAP International after proper vetting. The MEC Chair will provide at minimum a quarterly report of activity to the MEC Secretary-Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Successful completion of Basic EAP Training
- Must be on the EAP Committee
- Must be willing to attend Advance EAP Training at the next offering
- Maintain Strict Confidentiality

The AFA MEC EAP Chair is responsible for the promotion, operations, and enhancement of AFA EAP services across all local executive councils. Typically, AFA EAP services are delivered by local EAP committee members who may receive support and guidance from a local EAP Chair. Under this structure, the MEC EAP Chair works with and through the local committee members and chairs to coordinate and deliver EAP member services which are consistent with AFA EAP policies, procedures and code of ethics. As needed, the duties and responsibilities of the MEC EAP Chair may include the duties of an EAP committee member and/or chair. The International EAP Office is a clinical and administrative resource to assist the MEC EAP Chair in successfully executing her/his responsibilities as listed below.

### **Program Promotion/Coordination**

- Actively promote the AFA EAP. This includes developing and coordinating EAP education campaigns for the membership, union leadership and the company on the value and availability of services offered by AFA EAP.
- Actively promote and coordinate the services of the AFA EAP with other labor/management assistance program on property.
- Facilitate and coordinate the mobilization of AFA EAP committee members for service response to Flight Attendants at other AFA carriers, as needed and authorized.
- Consult with the International EAP Department on a regular basis, particularly for clinical guidance as required/needed under AFA EAP policies

and procedures.

### **EAP Training and Program Development**

- Actively recruit EAP committee members for appointment by the LEC President.
- Evaluate the training needs and response capability of the EAP committee(s) on an on-going basis. Make recommendations for EAP coverage and activities to the MEC as appropriate.
- Assist with coordinating and delivering basic, advance and other EAP trainings and meetings for new and existing committee members/chairs.

### **Consultation/Guidance to LEC EAP Committee Members/Chairs**

- Routinely communicate with LEC EAP committee members and chairs. Help them to stay current on issues and new developments within AFA EAP, their MEC, their carrier and the EAP industry.
- Provide case management consultation and guidance to individual LEC EAP committee members and chairs as requested/required.
- Monitor the timely submission of EAP committee member activity reports and client data sheets

### **Reporting and Consultation to MEC Leadership**

- Routinely update the MEC on all non-confidential EAP activity.
- Remain available to consult with the MEC around EAP related issue and events that are or could impact the membership/union.
- Develop specialized programs/activities to address the EAP related needs of the membership, as authorized by the MEC.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Grievance Chair**

The AFA MEC Committee Chair will report to the MEC President. All grievance will be processed through this committee. The MEC Chair will be responsible with discussing cases with the assigned Staff attorney to include the following:

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Grievance Committee experience
- Strong computer skills, including MS-Word and MS-Excel
- Maintains confidentiality

### **Duties**

The MEC Grievance Committee shall have a Chair elected by the MEC. Duties of the Chair shall include, but not be limited to, the following:

- Oversee use of the grievance process in order to enforce the current contract, and protect all Flight Attendants from arbitrary and unjust disciplinary action.
- Be responsible for the Grievance Database, ensuring that the data is being properly maintained by the reps. Update each case's status as it advances through the steps of the grievance process.
- Be able to provide constant attention to the committee's work. Some union days will be assigned, but the chair is expected to be check email and respond to needs on a daily basis, since deadlines are often involved.
- Be a member of the Grievance Screening Committee.
- Participate in mediations and arbitrations.
- Receive (electronic) grievance forms from the LEC Grievance Reps and process them by filing with the Company.
- Prepare agenda for monthly Grievance Hearings, and provide copies to the Company and the MEC.
- Preside over, and keep records of monthly Grievance Hearings with the Company.
- Assist with Grievance Rep training sessions.
- Provide a Committee Report to the MEC at each Official MEC meeting.
- Collaborate with the LEC Presidents in recruiting new Grievance Reps, and provide leadership to the LEC Grievance Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all

committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Air Safety, Health and Security (ASHS) Chair**

The AFA ASHS MEC Committee Chair will report to the MEC President. All safety issues will be reported by the committee to the MEC and LECP of the domicile affected.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Complete all ASHS Required Training within one year of election
- Strong computer skills, including MS-Word and MS-Excel
- Maintains confidentiality

### **Duties**

Duties of the Chair shall include, but not be limited to, the following:

- Monitor federal agencies and bodies like the Federal Aviation Administration, Transportation Security Administration, Department of Homeland Security, and the National Transportation Safety Board.
- Work closely with management, MEC and LECP to ensure proper notification of an aircraft incident.
- Oversee the Aviation Safety Action Program (ASAP) Chair and alternates
- Oversee Fatigue Review Board (FRB) Chair and alternates.
- Educate Flight Attendants on Safety Reporting as required by management.
- Be first contact for management during an aircraft incident.
- Identify Local Chairs to assist with work on the local level.
- Ensure that Local Chairs are trained properly.
- Oversee any safety projects on an as needed basis.
- Meet quarterly with management to ensure the reporting process is working properly.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Scheduling Chair**

The Scheduling MEC Committee Chair will be responsible for all scheduling inquiries, trip trade issues, PBS questions and any other related activity concerning Flight Attendant schedules. The MEC Chair will coordinate with the Reserve MEC Chair to schedule a meeting with management monthly to discuss concerns of both committees. The MEC Committee Chair and Vice Chair, will attend the monthly Pairing Solutions meeting.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Be familiar with the contract, in particular, the Scheduling language.
- Maintains confidentiality

### **Duties**

Duties of the Chair shall include, but not be limited to, the following:

- Serve as a resource for members with respect to the Scheduling section of the contract.
- Meet with Company Personnel on a regular basis for the purpose of gathering information that can impact Flight Attendant schedules, as well as to bring Flight Attendant scheduling issues and concerns to the Company's attention.
- Attend the monthly Pairing Solutions Meeting at company headquarters.
- Contact the Company as necessary to address real time issues in an attempt to alleviate situations as they occur.
- Oversee the PBS Help Desk program.
- Work in concert with the MEC Reserve Chair and coordinate efforts where appropriate.
- Provide a Committee Report to the MEC at each MEC meeting.
- Provide a monthly progress report to the MEC President or designee.
- Collaborate with the LEC Presidents in recruiting new LEC Scheduling Committee members, and provide leadership to the LEC Scheduling Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for

distribution to the membership.

## **MEC Reserve Chair**

The Reserve MEC Committee Chair will be responsible for all reserve inquiries, contract interpretation, and any other related activity concerning Reserve Flight Attendant.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Be familiar with the contract, in particular, the Reserve language.
- Maintains confidentiality

### **Duties**

Duties of the Chair shall include, but not be limited to, the following:

- Serve as a resource for reserve members with respect to the pertinent contract language.
- Provide support, either formally or informally, to New Hire Flight Attendants, assisting them in becoming successful in their new careers.
- Meet with Company Personnel on a regular basis for the purpose of gathering information that can impact Flight Attendant schedules, as well as to bring Flight Attendant scheduling issues and concerns to the Company's attention.
- Contact the Company as necessary to address real time issues in an attempt to alleviate situations as they occur.
- Work in concert with the MEC Scheduling Chair and coordinate efforts where appropriate.
- Provide a Committee Report to the MEC at each MEC meeting.
- Collaborate with the LEC Presidents in recruiting new LEC Reserve Committee members, and provide leadership to the LEC Reserve Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Government Affairs Chair**

The Government Affairs MEC Committee Chair will be responsible for coordinating all legislative and lobbying efforts with AFA International.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Interest in Government Lobbying and Legislative work
- Strong computer skills
- Maintains confidentiality

### **Duties**

Duties of the Chair shall include, but not be limited to, the following:

- The MEC Government Affairs Chair shall coordinate activity, in conjunction with AFA-CWA International Government Affairs Department, on all legislative issues as well as act as an advisor to the MEC President/Designee on Flight PAC legislative issues and AFA's political involvement.
- Keep membership informed of relevant political activity, including any suggested action that might further and protect our careers.
- Provide a Committee Report to the MEC at each MEC meeting.
- Provide a monthly progress report to the MEC President or designee.
- Collaborate with the LEC Presidents in recruiting new LEC Government Affairs Committee members, and provide leadership to the LEC Government Affairs Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Training and Education Chair (Training, Policy & Procedures)**

The Training and Education MEC Committee Chair will be responsible for helping to improve the training process at Endeavor Air. They will meet with management at a minimum of once a quarter to discuss training needs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Good organizational skills
- Good Computer Skills
- Knowledge of Learning Management Systems (LMS)
- Maintains confidentiality

### **Duties**

- Strict adherence to confidentiality
- The committee will be responsible for providing input and review of the curriculum development for IRT programs.
- Provide flight attendant training requirements to the training department
- Attend and participate in regular scheduled meetings with the training department
- Assist in the review and testing of current/existing and new training programs that may or may not use LMS and/or other web-based training tools
- Understanding of developing sound education curriculum for flight attendant recurrent programs
- Familiar with new methods of training to include, but not be limited to, Computer-based training (CBT) and Learning Management Systems (LMS) platforms
- Working with the Company and FAA on the development of recurring education programs for Flight Attendants
- Comfortable developing and presenting presentations using PowerPoint or similar presentation software programs
- Background in education/teaching helpful

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write elines according to the process outlined under communications.

## **MEC Hotel Chair**

The Hotel MEC Chair will be responsible in cooperation with ALPA discussion of all Hotel concerns with management.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Maintains confidentiality

### **Duties**

Duties of the Chair shall include, but not be limited to, the following:

- Meet with Company personnel on a quarterly basis to review current hotel issues and news.
- Report noteworthy items to the membership.
- Monitor complaints received from members and follow up when necessary.
- Be available for property site visits on occasion.
- Provide a Committee Report to the MEC at each MEC meeting.
- Collaborate with the LEC Presidents in recruiting new LEC Hotel Committee members, and provide leadership to the LEC Hotel Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to include Flight Attendant complaints and compliments to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Jumpseat Chair**

The MEC Chair will be responsible for securing Jumpseat and Reciprocal cabin seat agreements with other carriers.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Maintains confidentiality

### **Duties**

Duties of the Chair shall include, but not be limited to, the following:

- Assist members with questions regarding use of jump seats or reciprocal cabin seats, whether on our own aircraft or with airlines that we have agreements.
- Bring suggestions forward for new partners to be considered for possible new agreements, in accordance with the Delta Connection procedures.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

## **MEC Membership Chair**

The Membership Committee Chair will be responsible for assisting with all membership issues. The Secretary-Treasurer will be responsible for overseeing this committee.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Good organizational skills
- Maintains Strict Confidentiality

### **Duties**

- Keep names contact information for members current
- Keep records up to date regarding leaves, terminations, and transfer to management or other departments, base transfers, etc. This information should be provided to the Local Council officers as well as the International office/Membership Department in Washington, DC.
- Enlist new members through a program of active outreach
- Contact all new Flight Attendants and answer questions about committee participation and the union in general
- Assist with New Hire Orientation
- Assist LECPs with committee volunteers

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership if needed.

## **MEC Uniform and Cabin Standards Chairs (1 Female/1 Male)**

The Uniform and Cabin Standards Committee will be responsible for assisting Flight Attendants with Uniform issues, grooming and catering. The Committee Chairs will meet with management quarterly when possible.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Maintains confidentiality

### **Duties**

- Meet with Company personnel on a quarterly basis, bringing member uniform issues to management's attention, and participating in discussions surrounding new or changing uniform pieces.
- Provide a quarterly progress report to the MEC President or designee.
- Provide a Committee Report to the MEC at each MEC meeting.
- Collaborate with the LEC Presidents in recruiting new LEC Uniform Committee members, and provide leadership to the LEC Uniform Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership if needed.

## **Communications Chair**

The AFA MEC Communications Chair will be responsible for all communications activity of the AFA. The Chair will report to the MEC President or designee. The Communications Chair or designee will be responsible for elines, website, flyers and any other types of communication desired by the MEC. The committee will also provide a resource for LECs to send out communications to their members.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Strong communications skills
- Strong writing skills, including spelling and proof reading
- Strong computer skills, including knowledge of databases and image editing
- Strong Website skills
- Maintains confidentiality

### **Duties**

- Develop Communications Plan, identifying various methods for effectively communicating to members.
- Update all MEC Communications
  - a. Eline once a week
  - b. Electronic news feeds at least once a month
- Assist the with keeping website current.
- Assume primary responsibility for the writing and publication of at least one email blast (e-line) per week, and sometimes more.
- Provide a Committee Report to the MEC at each MEC meeting.
- Consult MEC President or designee regarding content of communications prior to release.
- Collaborate with the LEC Presidents in recruiting new Communications Committee members, and provide leadership to the LEC Communications Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

# **MEC FINANCE**

## **MEC Budget and Planning**

The three MEC officers (President, Vice President, Secretary-Treasurer) shall meet for strategic planning purposes when appropriate.

Following the annual Board of Directors, the MEC Officers will request from the International Secretary-Treasurer the approved budget amount for the MEC Administration, System Board, and Negotiations budgets. The MEC Officers will create a budget in a collaborative effort within 60 days of the annual Board of Directors utilizing the following guidelines.

1. The MEC Officers will request from each Committee Chair an estimate of expenses for their respective committees 45 days prior to the Board of Directors meeting. The committee chair will be responsible for responding within 30 days of the request. The response should include any ongoing FPL, trainings, conventions, meetings with committee Chairs, and estimate of other expenses (ie meals, hotels, mileage).
2. The MEC Officers will meet within 30 days of the Annual Board of Directors in order to create a budget for the MEC Administrative costs. This budget will include expenses for the MEC Officers, current set office costs and estimated committee costs per committee.
3. The MEC Officers will request assistance from the International Secretary-Treasurer if needed.
4. A contingency fund will be required for emergencies set at a minimum of 5% of the annual budget.
5. The MEC Secretary-Treasurer will present the budget to the entire MEC for consideration at an official meeting (called by the MEC President) either in person or teleconference. If the MEC chooses to vote on the budget, a vote will occur during this meeting. Any suggestions for changes will be heard at that time and decided upon during this meeting.

## **MEC Expenses**

Expenses are provided to Endeavor Air AFA volunteers to supplement the loss of per diem due to union activity. The following guidelines will be in place for expenses billed to the MEC Administration Budget.

NOTE: The guidelines outlined below may be amended annually contingent upon budgetary constraints.

## Expenses

We understand that Endeavor Air AFA volunteers have expenses when doing Union work. We have put together the following guidelines:

1. Expenses should cover work that is being done during the union leave day or off day.
2. Mileage should be commiserate to actual expenses for gas etc.
3. Meals should be submitted as reimbursement for meals during union time.
4. All expenses are capped at \$57.60 per day plus mileage
5. All expenses must submitted through Concur or a PTEV report until in the Concur System.
6. The MEC will strive to book an overnight hotel stay that offers breakfast to reduce meal costs to the budget.
7. Meals that are provided to the volunteer at any meeting will not be allowed for reimbursement.

### I. Mileage/Transportation

Mileage/Transportation reimbursement is provided to Endeavor Air AFA volunteers to help reimburse the cost of gas or transportation costs for those volunteers that are meeting with the company or providing other union activities. Mileage will be calculated at Constitutional value.

### II. Meal Expenses

Meal expenses are provide to Endeavor Air AFA volunteers to help reimburse the cost of meals for those volunteers that are meeting with the company or providing other union activities.

1. When submitting for meal expenses, keep in mind that the meals should be during the time that you are either out of Town or In Town.
2. Per the AFA Constitution and By-Laws, the following guidelines are in place for meals:
  - A. Breakfast - \$12.00
  - B. Lunch - \$18.00
  - C. Dinner - \$27.60

Example: In Town Meals - You have a meeting at 10AM through 1PM at Corporate Headquarters. You would not take breakfast because you ate at home. You may submit lunch expenses because you were doing union work during that time. You stopped at Wendy's on the way home and purchase lunch for \$8.00. You would submit \$8.00 meal expense.

Example: Out of Town Meals - You Leave DTW for MSP at 7AM. You have meetings all day and you return at 3:15pm to DTW. You would be eligible for lunch expenses. You ate at the airport and it cost you \$18.00. You may submit for lunch at \$18.00.

Example: Out of town overnight: You Leave JFK for MSP on Day one at 1pm for a meeting at 3:30 at corporate and will be spending the night and attending an additional meeting on Day 2 at 10 AM. Leaving back to JFK at 2pm. The expenses for this, you would have Dinner, Breakfast and Lunch expenses for this overnight trip as long as the hotel does not provide breakfast. Expenses submitted to Concur could be up to \$27.60 day one for dinner. Breakfast day two is offered at hotel, you may claim up to \$18.00 day two for lunch

## **Flight Pay Loss (FPL)**

Flight Pay Loss (FPL) is utilized in order to provide an opportunity for volunteers to be able to do union work without loss of income. FPL is the number one expense in all AFA budgets and is given serious consideration when being requested. The following guidelines will be implemented for the MEC Administrative Budget.

### **General Guidelines**

1. Endeavor Air AFA volunteers understand that FPL is limited and that some of the activity that they do will be done on a truly volunteer basis.
2. FPL is only provided to reimburse Flight Attendant volunteers for time that they could have been working however they were doing union leave.
3. The MEC will try to predesignate FPL as rule and Trip Drop requests will be limited as they tend to impact the budget more than predesignated days.
4. Some activities are ongoing and FPL would be considered necessary in order to properly represent Endeavor Air Flight Attendants.
5. All requests charged to the MEC must be approved by the MEC President or designee.

### **Union Leave FPL (Predesignated)**

1. The MEC S-T will send a request for predesignated union leave to all members of the MEC and Committee Chairs by the required date providing a minimum of 7 days notice.
2. A spreadsheet will be provided to all members of the MEC in order to submit FPL for the next month. The spreadsheet will have fields for budget and purpose of FPL. All fields must be completed on the spreadsheet or there could be a delay in submitting the requests to the company.
3. Each Committee Chair will need to submit a request for union leave prior to the end of the current month. The request must include the dates needed, purpose, Name and Employee number. The Committee Chair will email the S-T and copy in the MEC Officer that oversees the committee.
4. The MEC S-T will submit the FPL to the company and copy the MEC Officers by the designated date as provided by the company for the next month's bidding period.

### **Trip Drop Requests**

1. Trip Drop requests will be done only because of an extenuating circumstance and on a case by case basis.
2. Trip Drop requests must be submitted no less than 7 days prior in order to assure that the company will approve the drop, unless extenuating circumstances occur.
3. Trip drop requests should be submitted to the approved email address or other approved form/document. If sending to approved email address, please copy in all MEC Officers.
4. Should an emergency trip drop be needed due to extenuating circumstances arise, the trip drop must be submitted at a minimum of 48 hours prior to the commencement of the trip.
5. The MEC understands that sometimes a Trip Drop could be less than 48 hours, however that would be an exception not the rule. It is suggested that should the Trip Drop be less than 48 hours that a phone call or Text to the MEC officers would be suggested in order to ensure that it is done in a timely manner.
6. A trip drop be with less than 24 hours notice can be denied by the company. It is asked that these emergency drops be submitted as soon as possible.
7. Trip Drop requests that will be billed to any MEC Budget (Administration, Negotiations, System Board) should include purpose of leave and budget to be billed.
8. Trip Drop Request must include Name, Employee number, Pairing number/Reserve, Date the trip begins.
9. If a partial request is submitted, the request must include Name, Employee number, Pairing Number, Date Trip begins, and legs to be dropped. Screenshots are appreciated. If any DHDs are required, DHD information must be added.

The President or designee shall review the B and E's and shall disseminate the updates upon receiving them from the International Office and any budget irregularities brought to the attention of the responsible party. Budget updates shall be provided to the MEC at each meeting. A designated MEC officer prior to submission for reimbursement shall sign expense reports. Copies shall be sent to the appropriate chair.

## **MEC Policy and Procedure Handbook Updates**

This MEC Policy and Procedures Handbook may be updated through the following procedure:

1. Any member of the MEC, Committee member, or member at large may bring forward an Advanced Agenda item at an Official MEC Meeting.
2. The Agenda Item would include the following:
  - a. Name and date of submitter
  - b. The current language
  - c. Reason for change
  - d. Proposed Resolution
3. The MEC will then discuss the merits of the change and by consensus decide to reject or implement the change or by majority vote if consensus is not reached.

## **Appendix**

**Application for AFA Leadership Position  
Checklist to Review with AFA Volunteers  
MEC Committee Commitment to Serve Form**

# Application for AFA Leadership Position

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

POSITION \_\_\_\_\_

REASON FOR INTEREST \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER UNION OR RELEVANT BACKGROUND \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPECTATION OF THIS POSITION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF YEARS WITH AIRLINE \_\_\_\_\_

NUMBER OF YEARS WITH AFA \_\_\_\_\_

DISCIPLINARY ACTION WITHIN THE LAST YEAR (LETTER IN FILE)

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, UNDERSTAND THAT I AM APPLYING FOR A VOLUNTEER POSITION AND THAT I WILL BE EXPECTED TO MAINTAIN GOOD STANDING WITH THE UNION AS WELL AS WITH THE COMPANY. I AM WILLING TO REMAIN IN THIS POSITION FOR TWO YEARS.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

(Attach Resume)

# Check list to review with AFA Volunteers

Time commitment: \_\_\_\_\_ per week / or \_\_\_\_\_ month

Commitment for chairs to be available for local council meetings

Support to be provided by local officers:

( ie: training, ability to travel to various conferences, etc.)

Supplies needed: such as office equipment, phone line, expense reimbursement

Any flight pay loss

Communication expectation and protocol for staying updated on activity of the committee

Are there other commitments that this volunteer has that the LEC Officer needs to know that could interfere with their commitment?

When problems arise, what should the volunteer do - if LEC Pres is not available, who should they contact?

What is this volunteer's role with management? Who in management should be notified? Who will do that?

Which other committees will this committee interface with?

What is first assignment?

When should final date for completion be?

What intermediate tasks are important?

When will the LEC and volunteer talk to each other on status of assignment?

Do you do any SAFA work?

## **MEC Committee Commitment to Serve Form**

**Name:** \_\_\_\_\_

**Local Council:** \_\_\_\_\_

### **Duties and Responsibilities:**

- Provide information to and take direction from the Master Executive Council (MEC), as communicated by the Committee Chair.
- Be familiar with the AFA-CWA Constitution and Bylaws (C&B), and abide by the C&B.
- Keep the information you receive as a Committee member confidential: individual Flight Attendant information, negotiation proposals, etc., should not be shared publicly, with management, or with general AFA membership.
- Support the work of your Committee and the Union. You should not disparage your Committee or the Union.
- As a Committee member, you are a representative of the Union. You are not authorized to communicate with management or AFA members (whether orally, via email, via social media, etc.) about the work and/or subject matter of your Committee without the approval of the Committee Chair, or his/her designee.

I understand that I am applying for a volunteer position and that I will be expected to maintain good standing with the Union as well as with the Company. Failure to abide by these terms could result in removal from committee.

Signed \_\_\_\_\_

Date \_\_\_\_\_