Scheduling Committee

Composition/Qualifications:
This committee may be composed of members with knowledge of the contract, FARs, flight time/duty time/crew rest/guidelines. Computer competency is generally a requirement for this committee.

Purpose and Scope:
Recommend and assist in building sequences of trips and days off into monthly lines of time.

Specific Duties and Responsibilities:
- Be familiar with provisions in the contract dealing with legalities and scheduling.
- Discuss any scheduling problems with management.
- Monitor management to see that established rules and procedures are complied with and that the agreement is not violated.
- Inform the MEC of any suggestions for improvement in scheduling.
- Establish history of schedules, save monthly schedules, bid awards, staffing numbers, monthly total hours, reserve ratios, thus building documentation for grievances.
- Conduct monthly staffing meeting management representative to decide base staffing and amount of time to be built into lines.
- Be in charge of monthly communication with EEC officers and flight attendants. Post a sheet detailing current staffing information and scheduling information in crew lounge.
- Keep a notebook of written comments and concerns of the flight attendants in order to be responsive to membership desires.
- Create as many good schedules as possible. Establish the priorities of the membership (usually consistent trips on consistent days) and build schedules accordingly.

Communication:
- Committee members are responsible for coordinating with the LEC chair, who then shall report to the LEC officers.
- The LEC chair should maintain files and transfer them to her/his successor.
- The committee members shall report to the LEC officers on any discussions with management.
- The committee will act as liaison between the membership and the LEC officers.
- The committee shall not make a policy which conflicts with LEC or AFA-CWA policy. Any AFA-CWA committee appointed by the LEC and empowered to conduct discussions with management on behalf of the flight attendants must first meet with the LEC officers prior to forming any agreement to gain the direction of the LEC.
- Recommendations for change shall be presented to the LEC officers in writing.
- Any AFA-CWA committee appointed by the LEC and empowered to conduct discussions or negotiations with management on behalf of the flight attendants must first meet with the LEC prior to forming any agreement to gain the direction of the LEC.