

# Scheduling Committee

## Specific Duties and Responsibilities:

- Act in an advisory role to the MEC Officers regarding scheduling issues
- Actively gather information and engage Flight Attendants in discussion to determine their suggestions for future pairings.
- Keep records of such discussions in order to be responsive to the needs and wants of the members.
- Establish history of schedules.
- Retain monthly schedules, bid awards, staffing numbers, total monthly hours, reserve ratios, and other pertinent information thus building documentation for potential grievances.
- Provide Flight Attendant input to Crew Planning during the pairing construction process.
- Ensure the best possible balance of pairing types to represent the needs and wants of the members.
- Represent the unique needs of the domiciles with Crew Planning
- Answer Flight Attendant questions regarding the pairing and line construction process
- Discuss any scheduling problems or concerns with management
- Actively monitor management to ensure that established rules and procedures are complied with and that the collective bargaining agreement is not violated. Immediately report any violations or suspected violations to the MEC President.
- Actively communicate information of interest to the Flight Attendants. Provide a summary of current staffing and scheduling information to the Communications Committee for inclusion in Union communications.

The Scheduling Committee helps Flight Attendants with:

- Questions about how pairings are constructed
- Comments and feedback about pairings and suggestions for future pairings