



ETCH Process

Aloha All,

As we are forever growing, our Company has gone through multiple changes over the past few years. Over the past month, you have likely seen what has been going on at United Airlines with regards to illicit trip brokering. You have also received a communication from the AFA about what is expected of you regarding trip trading, and Crew Scheduling has put out a reminder of how our ETCH process should work.

I know the overwhelming majority of you follow the rules when it comes to picking up or trading a pairing. Our ETCH folder was originally designed to ensure seniority is taken into account when you are attempting to drop or trade an Extended Range, Turn or Charter. What I'm addressing here is the inappropriate and growing problem of "gaming the system" when it comes to those pairings that need to go through the ETCH process. Violating seniority by not utilizing ETCH as it was intended is one of those issues, which is not consistent with the Collective Bargaining Agreement, or company Policy. In addition, as a reminder, the use of any Company systems is proprietary. Sharing your password (for any reason) or using the ETCH process inappropriately is strictly prohibited. This includes adding/trading, etc. You may also not utilize another Flight Attendant's password to "park" a pairing or any other "workaround" that circumvents seniority or Company Policy.

The scheduling provisions in the Collective Bargaining Agreement afford you a great deal of flexibility. With that, comes your implicit responsibility to follow the rules. As the recent AFA communication stated, your seniority is the foundation of your profession. Engaging in behavior that violates seniority or Company Policy MUST STOP.

Any Flight Attendant who attempts to circumvent the CBA or Company Policy with regards to these issues may be subject to discipline, up to and including discharge.

This is about fairness and honesty, plain and simple. No Flight Attendant should have an unfair advantage when it comes to managing their schedule, or accessing flying opportunities based on their seniority.

Mahalo for your commitment to our great airline.

Robin