



# RESERVE REVIEW:

## Reserve Move-Up Process FAQs

### MEC Reserve Committee

September 25, 2021

As provided in Section 8.B. of the Contract, Reserve Move-Up Lines are lines constructed using pairings from any unassigned open time that remains on the first day of the new bid month and are awarded to the extent the company can maintain adequate Reserve coverage. **All Reserves are automatically placed on the Move-Up list each month unless they take specific action to remove their name from the list.** For those Flight Attendants who may be returning to Reserve status in the new month, below is a review of Frequently Asked Questions (FAQs) about the Reserve Move-Up award and notification process. Please keep this information in mind when making and/or editing your Move-Up elections.

### Reserve Move-Up Elections

1. *If I changed my Move-Up election to “NO” during the bidding process, can I add my name to the list after primary lines are awarded?*

Yes. Flight Attendants who changed the Move-Up election to **NO** during the bidding process may add their names to the Move-Up List and make line type and protected day elections by using the *Reserve Move-Up Electing* screen in CCS anytime following the awarding of bids until 2359 HDT on the last day of the active bid month. **When adding your name to the Reserve Move-Up list any time after the award of bids, you will be added to the bottom of the list in first-come, first-served order. You cannot add your name to the Reserve Move-Up list once the Move-Up award process has commenced.**

2. *I like the Reserve line I was awarded and would prefer not to have a Move-Up line. Can I remove my name from the list?*

Yes. Once schedules have been awarded for the new month, you may elect to keep your Reserve line and remove your name from the Move-Up list using the *Reserve Move-Up Electing* screen in CCS until 2359 HDT on the last day of the active bid month. **You cannot remove your name from the Reserve Move-Up list once the Move-Up award process has commenced.**

3. *How do I change my Line Type and Protected Day elections after bidding?*

You may make changes to your Move-Up Line Type and/or Protected days after bidding using the *Reserve Move-Up Electing* screen in CCS (CCS > Reserve > Reserve Move-Up Electing) until 2359 HDT on the last day of the active bid month. **You cannot edit your Move-Up elections once the Move-Up award process has commenced.**

- **NOTE: As long as you were on the Reserve Move-Up list at the time primary lines were awarded, you can make changes to your Move-Up Line Type and Protected Day elections while maintaining your seniority position on the list.**

### Reserve Move-Up Line Awards

1. *When are Reserve Move-Up lines awarded?*

The Company will build Reserve Move-Up lines from the 1st through 5th day of the **bid month (not the calendar month)**, to the extent adequate Reserve coverage can be maintained. For the October 2021 bid month, the Reserve Move-Up award period is from **0001 HDT on September 30<sup>th</sup> to 2359 HDT on October 4<sup>th</sup>**.

2. *How can I monitor my position on the Reserve Move-Up list during the award process?*

The building of Move-Up lines at your base can be monitored on the *Reserve Move-Up List* screen in CCS (CCS > Reserve > Reserve Move-Up List). Select “My Position” to be taken directly to your position on the Move-Up list (based on filter settings), which will then be highlighted.

3. *If I selected “Either” for Move-Up line type, will the company use both Domestic and International pairings when building me a Move-Up line?*

No. Move-Up lines will be constructed with either all Domestic or all International pairings. An election of “Either” means you will accept either one of these line types.

4. *If there are not enough open pairings in my Special Qualification sub-base, can the company use other open pairings from the geographical base to build me a Move-up line?*

No. All pairings in Move-Up lines built for special qualification sub-bases will require the respective qualification and may only be built with trips having a singular qualification.

5. *Will the company honor the same day off pattern that I was awarded in my Reserve line?*

Not necessarily. Although the company will “attempt” to follow the day off pattern as closely as possible when awarding a Reserve Move-Up line, they are only required to accommodate designated Protected Days.

6. *What if it is not possible to build a Move-Up line that has all my Protected Days off?*

If all the Protected Days specified cannot be accommodated, you will initially be bypassed and remain on the Move-Up list in seniority order until ***all*** your Protected Days can be honored. ***A Reserve who indicates no Protected Days, or whose Protected Days have been satisfied, must accept the awarded Move-Up line.***

7. *If I am unhappy with the Move-Up line I am awarded, can I decline it?*

No. As long as all of your Move-Up elections have been honored (Line Type and all Protected Days, if any), ***once a Move-Up line has been awarded it cannot be rescinded.***

## Reserve Move-Up Line Awards with Vacation

1. *I have vacation scheduled this month. Can the company place Move-Up pairings on “sacred days” that I have off before and after my scheduled vacation?*

Any days off preceding or following vacation days that were in the original Reserve line are ***not*** considered to be “sacred days” for the purpose of building a Reserve Move-up line. When the Move-up line is built, vacation and any Protected Days specifically designated by the Flight Attendant will be placed in the line. Pairings will then be filled in on any other remaining days to complete the line. Once the Move-up line is completed, any days off in the awarded Move-up line that are preceding or following the vacation are then considered as “sacred days”.

2. *I elected to operationally fly through my vacation. Can the company place Move-Up pairings on the “OFF” days created when my vacation was removed?*

Yes. As mentioned above, the company is only required to accommodate designated Protected Days. If you processed an operational fly-through of vacation that has created a stretch of “OFF” days, it is likely pairings will be placed over these days (except for those designated as Protected Days). If you would prefer to maintain the stretch of days off created by the vacation fly-through, you may want to consider removing your name from the Move-Up list prior to 2359 HDT on the last day of the active bid month.

## Notification of Reserve Move-Up Line Award

1. *How will I be notified when I have been awarded a Move-Up line?*

- Most Flight Attendants will be notified that a Reserve Move-up line has been constructed for them via a **CCS message** from the FAST team.
- Flight Attendants who have been awarded a Move-Up line may also be notified by a **corporate (united.com) e-mail** that is generated via Help Hub. *Help Hub may also be accessed via the Employee Services Tab > Help Hub (under HR tools).*



**2. How will I be notified if I am on vacation or days off at the time I am awarded a Move-Up line?**

If FAST has built a Move-Up Line for a Flight Attendant which contains a pairing within the following 24 hours, or if the Flight Attendant is on vacation or days off prior to their first pairing, FAST will contact the Flight Attendant **via telephone** to advise of the Move-Up line.

**NOTE: It is important to recognize that the building of Move-Up lines continues during the overnight hours. Calls to advise Flight Attendants that Move-Up lines have been built will only be made between 0700-2200 HDT.**

**3. What if I am on days off and miss the call from FAST advising me I have been awarded a Move-Up line? Am I still responsible for the first pairing?**

Positive (direct) contact is **not** required when advising a Flight Attendant of a Move-Up line award. If FAST attempts to contact you via telephone and you miss the call, they will leave a voicemail to advise of the Move-Up award and first pairing. This constitutes notice and you are responsible for this information. (Remember, you will also receive a CCS priority message and email to your united.com address.)

**4. If I see in my schedule I have been awarded a Move-Up line and start trading my awarded trips, will I still be contacted by FAST?**

If after having been awarded a Move-Up line, the FAST can see you have begun trading trips in the line, the company is taking the position that you are obviously aware of the Move-Up award and *will cease efforts* to notify you.

## Getting Released to a Reserve Move-Up Line

**1. If I have been notified of my Move-Up line award, do I still have to get “released” to the line?**

Yes. *Notification* of having been moved into a line of flying is a different action than being *released* to your Move-Up line by Crew Scheduling. *Release* to your Move-Up line is a separate and specific action required by Crew Desk personnel. Once notified of a Move-Up line award, you must contact the Crew Desk to be released to your Move-Up line (see below).

**2. When am I considered “released” to my Move-Up line?**

- Reserves who are on an assignment (pairing or Standby) at the time they are awarded a Move-Up line will be released to the Move-Up line once the assignment has been completed (i.e., block-in).
- Reserves who are not on an assignment at the time they are awarded a Move-Up Line will be released to the Move-Up Line **with the approval of Crew Scheduling**.

## More Information on Reserve Move-Up Lines

For more information regarding the Reserve Move-Up process, please review Section 8.B. of the Contract. There is also a [Reserve Move-Up Guide](#) on the One United page of Flying Together, as well as the [Reserve Survival Guide](#) available on the MEC website.

***If you have additional questions on these or any other Reserve related topics, contact your Local Council Reserve Committee.***