



Local PBS Committee Mandate

January 2010

1. LOCAL PBS COMMITTEE

The structure of the Local PBS Committee will be as follows:

- 1 Chair
- Additional Local PBS Committee members (where required)

Local PBS Committee members perform duties as assigned to them by their Local President and Local PBS Chair. All Local PBS Committee duties are the responsibility of the Local PBS Chair however the Local President may designate any member of the Committee to perform them.

Blocks, bidding and awards are a high priority for our members. To process and provide a timely service to our members requires a great deal of flexibility. Local PBS Chairs or your Local PBS Committee member designates should be expected to remain present and available at YUL Headquarters until the completion of your Awards and Contesting work including: Awards Evaluation, Award fixes work, Contesting responses and Contesting fixes work.

2. LOCAL PBS CHAIR

The Local PBS Committee Chair is appointed by and reports to their Local President.

The Local PBS Committee Chair shall:

- Upon receipt of the PBS schedule from the PBS Joint Committee Chair, make hotel and transportation arrangements.
- Monitor any flight releases that your Local Presidents has requested on behalf of the Local PBS Committee to ensure they are processed in a timely fashion.
- Distribute and monitor work of your Local Committee including Pairing Review, Bidding Assistance and Contesting.
- Monitor Local PBS Committee budget including flight releases and vacation replacements.
- Communicate problems regarding PBS (bidding, awards, contesting, etc.) to your Local President and the PBS Joint Committee Chair.
- Communicate PBS issues relative to your base to local Membership.
- Serve as the liaison between the Local President, PBS Component Chair, PBS Joint Committee and the rest of the Local PBS Committee.
- Participate in PBS meetings/discussions/research as required with the PBS Joint Committee.



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- Forward all PBS system Collective Agreement language bargaining proposals to the PBS Component Chair.
- Forward all PBS system technical improvements recommendations and technical concerns to PBS Joint Committee Chair.
- As required by their Local President, prepare a monthly report outlining the PBS activities at their base.
- Train, as required by your local president, new committee members

3. LOCAL PBS COMMITTEE MEMBER

The Local PBS Committee Chair member is appointed by and reports to their Local President.

The Local PBS Committee Chair member shall:

- Upon receipt of the PBS schedule from the PBS Joint Committee Chair, contact their Local PBS Chair to determine flight releases.
- Make hotel and transportation arrangements.
- Meet with your Local PBS Chair for the allocation of work of your Local Committee including Pairing Review, Bidding Assistance and Contesting.
- Communicate problems regarding PBS (bidding, awards, contesting, etc.) to your Local PBS Chair.
- Participate in PBS meetings/discussions/research as required by the Local PBS Chair.
- Forward all PBS system technical improvements recommendations and technical concerns to the Local PBS Chair.

For part-time or partial released Local PBS Committee members, ensure that your legality (crew rest) to operate flights and Voluntary Extension bids do not conflict with your Awards and Contesting work.

4. LOCAL PBS BUDGETS

- Flight Releases:
 - Local PBS Chair flight release is paid by the company. Any changes to the release (member released, split, vacation, etc.) is to be communicated to the Company in a timely manner.



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- Local PBS Committee Member flight releases are to be managed by the Local PBS Chair under the direction of the Local President. Flight releases are to be communicated to the company in a timely manner.
- Expenses (hotels, per diems, etc.)
 - Local PBS Chair expenses are paid by Component. Expenses are to follow the Component Expense Guidelines and expense forms are to be submitted to the PBS Joint Committee Chair for approval prior to being forwarded to the Component Secretary Treasurer.
 - Local PBS Committee Member expenses are paid by the Local.

5. LOCAL PBS SCHEDULES

Local PBS Committees shall:

- Unless advised otherwise by the PBS Joint Committee Chair, Local PBS Committees should arrive as scheduled at the YUL Headquarters as per your PBS Schedule. If the run is not ready when you arrive, document it and send via email to your Local President. Should this become a repeated problem (two or 3 times in a row), follow up with inform your Local President and copy the Component PBS Committee chair who will to ensure the issues she/he is addressed ing this issue directly with Company Management with a view to correcting the monthly scheduling.

6. PAIRINGS RELEASE

Local PBS Chairs shall:

- Receive the pairings for her/his base including pairing language and classification requirements from the Company.
- Upon release of the pairings:
 - review the pairings and provide feedback and suggested pairing changes to the Company within the following timelines after receipt of the pairings with a cc to your Local President:
 - YUL = 24 hours
 - YYZ = 36 hours.
 - YYC = 24 hours
 - YVR = 36 hours
- Pairings are reviewed for:
 - Collective Agreement violations:

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- duty day
- crew rest
- crew compliment
- meal allowances
- etc.
- Human factor issues:
 - reduce wait times
 - ability to eat
 - extreme time zone changes
 - etc.
- If there is insufficient time to review the pairings, forward this issue to your Local President for handling.
- Should the Company not address the pairing concerns raised, forward the issue to your Local President for handling.
- Do a second pairing review during the block month to verify accuracy of meal entitlements

7. BIDDING ASSISTANCE

Local PBS Committees shall:

- Verify that Bid Packages published at your Base contain the following information and that the information is accurate: as per article b4.03 of the Collective Agreement
 - Applicable block hour minimum
 - Applicable block hour maximum
 - List of all pairings at the base
 - Vacation and general holiday awards
 - Approved leaves of absence
 - Union leave
 - Station designators
 - Names of employees requiring training during the month
 - The specific date(s) and time(s) on which training classes are scheduled
 - List of hotels and phone numbers, and if internet access available at the hotel
 - Expenses for each pairing
 - Block overlaps and pairings overlaps
 - Crew eligibility list per base
 - The forecast number of regular and reserve blocks in each classification
 - Proration tables



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NOTE: Should any of the information intended for the bid packages be incorrect, attempt to resolve it directly with the Company. Should this not be possible then forward the issue to your Local President.

- Provide bidding assistance and education on the functions of the PBS system to their local members on an ongoing basis. Outside of the bidding period, one-on-one or small training classes may be scheduled when required. During the bidding period, the Local PBS Committee members shall staff the airport area where cabin personnel will be bidding on Company provided computers and also be available to assist the membership via telephone/e-mail. The Local PBS Committee members will educate their members on how to take advantage of their seniority rights when bidding with PBS.
- Report via email to their Local President, PBS Joint Committee Chair and PBS Component Chair any PBS system access problems as soon as they become aware of them.

8. PBS AWARDS EVALUATIONS

Local PBS Chairs shall:

- Prior to beginning Awards Evaluation work, ensure that the correct awards run loaded onto your computer. This should include:
 - History
 - Wideprint
 - Reasons Report
 - Run Detail
 - Unstacking Report
- Follow and complete the Run Evaluation Checklist. (get paper copy)

During the Award Evaluation:

- Should an error be discovered in your run:
- Determine whether another run should be made or a fix is appropriate.
 - If aAnother run is done:
 - Advise the PBS Joint Committee Chair so that another run can be processed.
 - Continue to analyze the run provided and look for further errors so that they can be logged.
 - If a fFix is to be done:
 - Work out the fix on paper showing the "fixed" block
 - Research "fixed" block ensuring that the fix is legal in all respects (language qualifications, 4/14, 1/7, crew rest, GDOs, days off, etc.).

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- Once verified, bring the fix to the PBS Joint Committee Chair who will help you with the preparation for your presentation of the fix to the Company.
 - Forward the fix to PBS Component Chair and the Local President for Approval is only needed if the fix cannot be resolved by block rework, ADC or reassignment with draft. Only Component Officers can approve a potential fix during the Awards periods on behalf of CUPE.
 - Along with the PBS Joint Committee Chair, present of the fix to the Company.
 - If agreement for a fix is not reached, then document your suggested fix with your statement on the sequence of events that led to your recommended fix being denied and bring this written statement and supporting documentation to your Local President for handling.
- If you must leave before completing the Awards Evaluation for your base:
 - advise the PBS Joint Committee Chair
 - email your Local President as to the specific reasons why.

During Awards, take notes of recommendations on issues pertaining to your local. Once Awards are complete, bring them to your Local President for handling.

9. CONTESTING

Once awards are published, Local PBS Chairs shall:

- Receive via email the modified Reasons Report and Wideprint from the Company.
- Receive from the Company via email a copy of the Contests sent in by members.

On Contesting day:

- The Local PBS Committee shall be present at YUL for Contesting day.
- Research and answer contests
- Utilize the Standardized Contesting replies, whenever possible adding additional information where appropriate to better educate the local member.

For Non-Valid contests:

- Provide non-valid contest answers to Planning (MS Word format)
- Review contests answers with your Local PBS Chair (or a member of the CUPE PBS Joint Committee for single member PBS Committees)
- Should there be a disagreement with the content of a contest reply from the Company, forward the issue to the PBS Joint Committee Chair.



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- Should there be a disagreement on the content of contest reply with the PBS Joint Committee Chair, forward the issue to the Component PBS Chair and your Local President for handling.

For Valid contests:

- Work out the fix on paper showing the “fixed” block
- Research “fixed” block ensuring that the fix is legal in all respects (language qualifications, 4/14, 1/7, crew rest, GDOs, days off, etc.).
- Once verified, bring the fix to the PBS Joint Committee Chair who will help you with the preparation for your presentation of the fix to the Company.
- Forward the contest to PBS Component Chair and the Local President. Approval is only needed if the contest cannot be resolved by block rework, ADC or reassignment with draft. Only Component Officers can approve a potential fix during the Awards periods on behalf of CUPE.
- Forward the fix to Component for approval. Only Component Officers can approve a potential fix during the Awards periods on behalf of CUPE.
- Along with the PBS Joint Committee Chair, present of the fix to the Company.
- If agreement for a fix is not reached, then document your suggested fix with your statement on the sequence of events that led to your recommended fix being denied and bring this written statement and supporting documentation to your Local President for handling.

During Contesting, take notes of recommendations on issues pertaining to your local. Once Awards are complete, bring them to your Local President for handling.

10. LOCAL EDUCATION, MEMBERSHIP BULLETINS & SUPPORT

Local PBS Chairs shall:

- Under the direction of the Local President, educate their local membership on ongoing basis on how to bid to take advantage of their seniority rights when bidding.
- Educate their local membership on PBS system functions and logic and the impact to their bids, and on PBS system changes including new releases, features or process changes that impact their bid
- Educate their local membership on how to read the Reasons Report
- Make recommendations via email to the PBS Joint Committee Chair for Component membership bulletin content and provide suggested language if possible.



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- For all Local PBS bulletins it is highly recommended that content be sent to the PBS Joint Committee Chair for review prior to publishing at the Local as a support to double check for accuracy of content and consistency across the bases.
- Forward all PBS system technical improvements recommendations and technical concerns to PBS Component Chair.

11. LOCAL DISPUTE RESOLUTION

When there is a difference of opinion, attempts should be made to resolve the issue in dispute in a professional respectful manner directly with the affected / implicated parties. When an impasse is reached, enlist the assistance of the Local PBS Chair, Local President and/or the Component PBS Chair.

As Special Assignment is defined as quasi management in the Collective Agreement, any member who is on a Special Assignment shall continue to pay dues and be eligible for voting but must resign from any CUPE position and shall not be eligible for nomination or appointment to any office or Committee in the Union. He/she shall not be eligible to attend meetings of the Union except with the approval of a majority of the members at such meetings.

It is an established principle that whenever Union Officers and Committee Members are scheduled to meet with the Company, there should always be at least two Union members present.

A certain amount of volunteerism is involved.