Reserve Rules: Notification of Assignment and Lineholder pick up

Under the new UPA rules found in section 20-K-9-a-(1), the crew desk no longer has to call pilots on reserve to inform them of assignments placed in their schedule by 1500. Instead, pilots on reserve are required to check their schedules after 1500 each day they are on reserve and acknowledge any assignment. If you are on your last day off prior to reserve, the requirement to check your schedule and acknowledge an assignment is shifted to a window from 1800-2359. You may check your schedule via CCS or by calling the crew desk. You can acknowledge the assignment using the “Scheduling>Pilot Check-in” prompt or by direct contact with the crew desk.

What does this mean? It means that if the crew desk places a trip in your line between 1300 and 1459, **you will not get a phone call.** For assignments made at any other time, the crew desk will call you.

If you are on reserve, you must remember to check your schedule every day after 1500 (between 1800-2359 on last day off prior to reserve), and if there is an assignment you must acknowledge it in CCS using the “Scheduling>Pilot Check-in” or by calling the crew desk. If there is no assignment in your schedule, you must remain phone available 24 hours a day (after 2359 on your last day off).

Once a trip is in your line you are released to the trip which means you have no obligation to remain phone available. However, remember that if you do not inform the crew desk that your trip is unavailable (by calling them), it remains available for lineholder pick up (see note below). In this case, you have a second obligation to check your schedule 15 hours prior to report to ensure it has not been picked up. If you designate the trip as “unavailable” you are released to the trip until report time and have no obligation to answer the phone.

Example: You are on reserve today. At 1430, the crew desk puts a trip in your line that departs at 1245 tomorrow. **The crew desk will not call you to inform you about this assignment.** After 1500, you check your schedule and acknowledge the assignment in CCS and do not designate the trip as “unavailable”. At 2145 you must check your schedule again to ensure a lineholder did not take the trip. If the trip was taken, you are back on long call and must be telephone available immediately, otherwise, enjoy your trip.
Note: Lineholder pickup of Reserve’s trips:

Under the new UPA rules in section 20-K-4, trips on a Reserve’s schedule are available for Lineholder pickup unless you designate the trip as unavailable. You may make this designation by calling the crew desk, which will then mark the trip “UNAV” in CCS. You may make this designation any time prior to fifteen hours before report to lock the trip in.