



## TEAMSTERS LOCAL 2750

# Scheduling Teaching Topic: Bidding 101

Updated June 2022

In this education document we review the procedures for schedule bidding. Section 25 establishes how bid packages must be built and released by the company, and also contains the rules of bidding under a variety of circumstances. Remember – Bid what You Want, and Want what You Bid!!

First, a little background: Work schedules are broken down into “Bid Months”, which are (generally) full calendar months. A crew member may Bid for a work period of one Bid Month (“30-day Lines”) or two Bid Months combined (“60-day Lines”). The ratio of 30- to 60-day lines is determined primarily by the amount of scheduled flying that overlaps the following two months, but 60-day lines are limited to a maximum 65% of the total lines. At the beginning of the month, Crew Planners put together all the unassigned known flying for the next two months, which they assemble into a collection of “lines” (blocks of Days On and blocks of Days Off) to be bid on by the pilots. Lines are constructed according to rules in the CBA and FARs, and are presented as:

- **Primary Lines** – Blocks of Days On that include Flying, DH, and CML duties only - no reserve days (R-1) or reserve duty (R-2 or R-3). Primary lines are further characterized as being of either:
  - **International** – Lines that include at least one International Flight, or
  - **Domestic** – Lines that are exclusively Domestic operations (including Canada, Mexico, and the Caribbean) and
  - **Scheduled** – Lines that are exclusively of Scheduled Operations, or
  - **Ad Hoc** – Lines that have at least one flight that is not Scheduled.
- **Secondary Lines** - Blocks of Days On that initially have no specific duties assigned with them. Days are subsequently filled with flying duties, but no reserve duty.
- **Reserve Lines** - Blocks of Days On, associated with R-1, R-2 and/or R-3 Reserve Duty and CML/DH flights if Reserve will be in other locations than you Base.
- **VTO Lines** –Initially, generic VTO Lines are blank lines with no scheduled days, but are subsequently built from trips that are dropped from Regular Lines as a result of **V**acation,

**T**rainning, and **O**ther (conflicts, trips not previously known, or that become open as a result of crewmember illness or Leaves). Individual VTO Lines are then bid for in a second bidding round.

Crewmembers should review the entire Bid Package each month to see if their name appears as eligible to bid, are scheduled for vacation or training, or have a medical due.

If your name appears on the bid list, you **MUST** bid for your lines by the closing time, otherwise, you will be assigned a schedule. If you fail to bid, or don't bid enough lines that your seniority can hold, you will be Assigned an unawarded line.

Once bidding closes, crew member's schedules may be adjusted to accommodate conflicts caused by pre-assigned events such as vacation, training, military leave, changes to the airline's schedule since the lines were constructed earlier in the month, legality issues with your current schedule. Once these changes are applied, the lines are published and become part of your Schedule.

Carefully consider this process when you bid! Bidding in a month where you have existing events may, or may not, result in a desirable schedule, depending on your preferences and goals. You may view pre-assigned duties (i.e., Vacations & Training) by selecting the green plus sign next to "Show My Schedule" on the bidding tool. An often-used tactic is referred to "Conflict Bidding", whereby you bid for lines that "Conflict", or overlap, with events on your schedule which ensures that you maximize your Days Off, but may have an impact on you pay. As an example, say that you have Recurrent Training scheduled for the end of the month. By bidding lines with work days that overlap, your schedule would be adjusted to accommodate the training, but you may suffer a reduction in pay due to lost flying credit. Conversely, if you bid for lines that don't overlap you will protect the flying credit and also get paid for the training (since it will be on Days that otherwise would have been Off) but lose those days Off. Similarly, if you have vacation days scheduled, you could conflict bid to maximize your time Off, or bid to have your vacation fall on Days Off, maximizing your pay, but not really having a vacation. There is a new button on the Bidding tool that allows you to select the system to allow, or not, being awarded conflicts.

Bidding will open, close, and be awarded, as follows:

- Bid Packages will be posted and bidding will open by 1200Z on the 15<sup>th</sup>.
- Bidding will close at 1200Z on the 18<sup>th</sup>.
- Initial bid awards (Primary, Secondary, and RSV, lines) posted by 2359Z on the 18<sup>th</sup>.
- VTO bid packages posted and bidding will open by 1700Z on the 22<sup>nd</sup>.
- VTO Lines will close at 1700Z on the 23<sup>rd</sup>. Note – Only a 24-hour window!
- All Bid Lines shall be published no later than 1700Z on the 24<sup>th</sup>.

Bidding is accomplished online, via eCrew. Once the bid packets are distributed and bidding is open, an orange banner displaying "Bidding is Now Open" will appear on the initial login screen.

As soon as the 15<sup>th</sup>, but *no later than the 12z on the 18<sup>th</sup>*, log on to eCrew at <https://aims.atlasair.com>, and click on the Bid Line Bidding prompt. After reviewing and prioritizing the available lines, enter your preferences by clicking on an empty white box provided on the left of the screen. As each box is clicked, the system automatically numbers the line preferences in sequential order. To deselect a preference, simply click on a number. The system will remove the number and renumber the remaining preferences accordingly. When you are satisfied with your selections, click the “Record Your Bids” button. The system will display a message indicating the preferences have been recorded. There is a much more exhaustive guide on how to use the bidding tool on GlobalNet in the Bidding>General folder, and in the tool by clicking the “?” button.

#### Pro Tips:

- *Always* bid for what you want – you never know what preferences or limitations those crews senior to you may have!
- You may explore each block of flying on the lines (a block is called a “Trip Pairing”) by hovering over or clicking on each trip to see trip details such as flight times and layovers.
- Remember that there are *no* guarantees that once a Trip is awarded it will be preserved, either in the specifics of the route or in the credit! The footprint of your blocks of Days On and Days Off are protected, but *not* the trip itself, so bid for a schedule of days you want On/Off, and just maybe you’ll also get to fly where you want.
- Click on the “View Triangle” button to see the list of eligible bidders in your Base/Position, to see where you are in the list, and for what lines other crewmembers senior to you have bid.
- If you want to be assured of getting a line that you chose, remember to bid for *at least* as many lines as you have crewmembers senior to you, being aware that you may be ineligible for some lines if they create a conflict with your current schedule (i.e. exceeding FAR flight time limitations).
- You may be blocked from being awarded a line if it would create an illegal assignment due to cumulative flight time or duty time assignments in the current month. You can click on the bid line number on the left side of the screen to run a validation check to determine if you are legal for that particular line. If you are not legal, a list of violations will appear. You must be legal to be awarded a line that you bid. Check legality on EACH line for which you bid!
- If you want to clear your selections and start again, click the “Clear Selections” button. CAUTION: This will wipe out any selection you have already submitted!
- You may be blocked from bidding some lines if it would exceed the number of consecutive Days On without a required break, unless you check the “Willing to Exceed 17 Days” button at the top of the page.
- There is an expanded [Help section](#) available by clicking on the (?) on the top menu bar, that includes instructions on how to filter and sort bid lines to help you prioritize your selections.
- The CBA states that “Crew Member will not be involuntarily assigned to any schedule that would require any duty in excess of seventeen (17) consecutive Duty Days without an intervening four (4) consecutive scheduled Days Off”. Crew often misinterpret this to mean that they cannot be scheduled to work back-to-back schedules...not true! The key word is “involuntarily”. If you Bid for lines with less than 4 days off between, you can and will be awarded them and may have no time off between patterns. If, however, you don’t bid or don’t bid enough lines and are subsequently Assigned a line with less than 4 days off, your schedule will be adjusted to give you at least 4 days Off.