

## Discipline Transition and Conversion Process

### Pre-merger CO and Pre-merger CMI

In compliance with Letter of Agreement (LOA) 10, Section D. of the JCBA, the Joint Implementation Team (JIT) has established September 28, 2017 as the Transition Date to implement the Discipline Transition and Conversion Letter of Agreement. The Company has developed an Electronic Work History (eWH) tool for Flight Attendants. Attendance and performance tracking for pmCO and pmCMI Flight Attendants will transition from the calendar cards to the eWH system, accessible through CCS. All information contained on the cards will be preserved and archived.

This will impact pmCO and pmCMI Flight Attendants as follows:

**Attendance:**

On the Transition Date, pmCO and pmCMI Flight Attendants who are in active discipline for **Attendance** shall convert from their pre-transition status to the post-transition status based on the following:

Regardless of absences, Flight Attendants who do not have active discipline on the Transition Date shall begin with zero points. The following miscellaneous entry will appear in these Flight Attendants’ work histories:

“Points set to zero per JCBA 092817 – do not delete this item”.

Flight Attendants who have active discipline for attendance on the Transition Date shall have their discipline converted into Attendance Warnings. The following comment will appear in these Flight Attendants’ work histories:

“Discipline conversion per JCBA 092817”

Each Flight Attendant will be assigned the minimum number of points for her/his level, irrespective of actual dependability records, and any future attendance points will be accrued from that threshold, e.g. all Flight Attendants converted into Attendance Warning Level 1 will be assigned 6 points.

The conversion will be as follows:

Pre-Transition Level	Transition Date Level and Points
Verbal Warning	Attendance Warning 1 and 6 points
Written Warning	Attendance Warning 2 and 12 points
Termination Warning	Attendance Warning 3 and 18 points

**Performance:**

Flight Attendants whose active discipline on the Transition Date is based exclusively on **Performance** will convert as follows:

Pre-Transition Level	Transition Date Level
Verbal Warning	Performance Warning 1
Written Warning	Performance Warning 2
Termination Warning	Performance Warning 3

The following comment will appear in these Flight Attendants’ work histories:

“Discipline conversion per JCBA 092817”

**Termination Warning:**

Flight Attendants who have active discipline at the Termination Warning Level for a combination of **Attendance and Performance** on the Transition Date shall have their discipline converted as follows:

Pre-Transition Level	Performance Conversion	Attendance Conversion
Termination Warning	Performance Warning 3	Attendance Warning 3 and 18 points

*For example, if a Flight Attendant has a Verbal Warning for Attendance and a Termination Warning for Performance as of the Transition date, the discipline will be converted to an Attendance Warning 3 with 18 points and Performance Warning 3.*

Additional information can be found in the Dispute Resolution, Attendance and Performance Management Flight Attendant Guide and the Section 23 Q&A located at Flying Together > Inflight Services > One United > Attendance and Performance Management or [here](#).