

# General Guidelines for Reciprocal Cabin Seat Agreement



## Eligibility

*Southwest flight attendants are not eligible to sit on UA jumpseats.*

- Flight attendants must be on active status
- Ineligible if on LOA status
- Transportation provided under this agreement is solely for travel that is strictly personal in nature
- Spouse, domestic partner, children, lap children are not eligible to travel under this agreement
- Business related travel is not permitted

## Listing/Check-In

*UA flight attendants may be subject to secondary screening procedures*

- All OA nonrevenue commuter listings will be entirely self-managed through the the myIDTravel Commuter Listing Tool
- Listing must be made Online. Log in to <https://myidtravel.ual.com> utilizing your Global UID and password. Once logged in:
  - Select only yourself as the traveler, then select continue
  - On "Flight Schedule Query" page select Southwest (WN)
  - Select Flight Attendant commuting listing from the travel status drop down
  - Complete the remaining fields based on your travel needs (economy only), select find flights
  - Continue through the booking process until you receive a confirmation
- Check-in with a Southwest gate agent no sooner than 1 hour prior and no later than 30 minutes prior to scheduled departure
- Check-in at the gate if you have carry-on luggage only. Otherwise, go to ticket counter to check luggage and obtain security doc., then return to gate to complete check-in process.
- At check-in, you must produce valid company ID displaying word "CREW" or "FA" and an expiration date
- At gate, complete the fourth jumpseat/cockpit authorization form, even though you will not be given a jumpseat
- After all revenue customers are processed, standby processing begins
- Wait for gate agent to call your name and issue a boarding pass

## Boarding

- Space available basis
- Priority given to Southwest employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.)
- Thereafter, crewmembers from other airlines will be accorded such transportation on a "first come, first served" basis
- UA flight attendants are eligible to sit in any open cabin seat

## Identification

- UA flight attendants must present UA employee ID with the text "CREW" or "FA" on it
- Valid company ID is required to sign-up as a Reciprocal Cabin Seat Agreement rider, you do not need to display it on your outer wear once onboard the aircraft

## Dress Code/ Conduct

- Crewmembers in uniform will be expected to conform to proper and complete uniform requirements
- Crewmembers not in uniform must conform to Southwest's non-revenue travel dress code standards of conservative casual dress/grooming
- Clothing/shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish
- Sandals are appropriate footwear
- Conduct while onboard must reflect a professional business-like attitude in accordance with all standard passenger regulations (seat belt, carry-on bags, safety information signs, etc.)

## Baggage

- Compliance with all approved Southwest carry-on baggage program applies
- Check-in at ticket counter if check-ing luggage
- To maintain exemption from the one bag plus one personal item rule, you must remain in uniform during screening and remain in uniform until reaching final destination

## Alcohol

- Flight attendants using the Reciprocal Cabin Seat Agreement may not consume any alcoholic beverages onboard

## Embargoes

- Southwest may impose its own embargoes on periods of travel and routings as necessary

## Destinations

- Mainline flights within the 50 United States