

## **Duties and Responsibilities**

### **Negotiating Committee (Contract Interpretation)**

#### **Qualifications and Expectations:**

Significant knowledge of the Collective Bargaining Agreement past and present, Contract provisions, Contract interpretation, Contract history and the desire to educate the membership with any/all Contract related items. Strong communication and computer skills, effective leadership and organizational abilities are recommended.

The Committee is comprised of one Chairperson and two members who are elected and will work hand-in-hand with our professional negotiators, attorneys and consultants throughout the entire process. These elected AFA Members are critical to the process because only Flight Attendants know how each of us experiences the provisions of our negotiated Contract. They will work at the direction of the Hawaiian MEC and in accordance with the priorities set by the AFA Members at Hawaiian Airlines.

#### **1. SCOPE:**

**a.** The Negotiating Committee shall negotiate and institute the needs and desires of the Flight Attendants into an effective collective bargaining agreement (CBA, "The Contract").

#### **2. POLICY/RESPONSIBILITIES:**

**a.** The Negotiating Committee shall consist of no fewer than four members, with the MEC President serving as an *ex-officio* member.

**b.** The Committee should have a good working knowledge of the CBA and be willing to devote their full time to the Committee during negotiations.

**c.** The members of this Committee shall serve as the CBA Interpretation Committee until a new agreement is completed.

**d.** All notes and documents shall be considered the property of the MEC and shall be maintained in the MEC and AFA-CWA International offices.

**e.** At the onset of negotiations, the MEC President will be an active and participating member of the Negotiating Committee with the flexibility that the MEC President can elect that negotiations continue in her/his absence. The MEC President is responsible for the conduct of the negotiations.

#### **3. SELECTION:**

**a.** Any person seeking a position on the Negotiating Committee must submit a resume to the MEC.

**b.** Committee Members will be selected at least six (6) months prior to the serving of a Section 6 notice and shall function until a new Committee is selected.

**c.** The Chairperson of the Negotiating Committee will be the MEC President or her/his designee.

#### **4. THE MEC CHAIRPERSON SHALL:**

**a.** Update with previous Negotiating Committee members and review history of negotiations on the property.

**b.** Attend training.

**c.** Provide information to and take direction from the MEC.

**d.** Assess the priorities and needs of the members.

**e.** Meet with MEC Committee Chairpersons.

**f.** Gather information for and write the survey.

**g.** Review grievances, arbitrations and mediation settlements.

**h.** Establish goals and translate them into the Opening Proposal.

**i.** Communicate objectives to the MEC as part of the presentation of the Opening Proposal.

- j.** Communicate objectives to the members through the Roadshow Opening Proposal presentation.
- k.** Determine individual responsibilities, i.e. note taker, spokesperson, etc.
- l.** Keep the members and the MEC informed in a timely fashion throughout the bargaining.
- m.** Maintain contact, through the MEC President, with ALPA, IAM, TWU, and any other labor unions on property.
- n.** Proof CBA language and agree with the Company on implementation and effective dates.
- o.** Review tentative agreement with the MEC.
- p.** Prepare membership summary package and Roadshow schedule.
- q.** Present the tentative agreement to the members.
- r.** Proof printed agreement and prepare CBA index.
- s.** Collate notes, opener and proposal books for MEC office files.
- t.** Prepare CBA interpretations for new concepts.
- u.** Remain available as a resource for interpretations.

## **5. GENERAL:**

- a.** Should a vacancy on the Negotiating Committee exist, the MEC will determine if and in what manner the vacancy will be filled. The recommendations of the Negotiating Committee will be taken into consideration.
- b.** The Committee will communicate with the MEC prior to negotiating any Side Letter of Agreement.
- c.** The Committee will present all Letters of Agreement to the MEC for ratification prior to signing any such agreement.
- d.** A running file of problems to be corrected and goals to be negotiated will be kept by the MEC and these items will be used in conjunction with membership surveys to establish priorities in negotiations.
- e.** Every effort will be made to have the Negotiating Committee travel as a whole for roadshows.
- f.** Communications from the Negotiating Committee to the membership shall be shared first with the MEC and published as Negotiations Updates.
- g.** As soon as a tentative agreement has been reached, a special MEC meeting shall be called to review the agreement prior to submission to the membership for ratification.
- h.** Each LEC President shall receive a minimum of three complete copies of the tentative agreement at the MEC meeting and additional copies of the summary as soon as possible.
- i.** Each LEC President shall be provided with three complete CBAs immediately after CBA ratification.
- j.** All pre-negotiations conferences with the company shall be attended by at least two members of the Committee.
- k.** All communications to the MEC, LECs or membership pertaining to negotiations are to be conducted through the Negotiating Committee.

(Updated 11/04/2020)