

MY MONEY AND TERMS

an **AMICUS** guide to **VIRGIN CABIN CREW PAY, BENEFITS** and **MONTHLY STANDBY**

THE DEAL

The deal is formulated around two components: - remuneration and non salary based items.

Remuneration and Allowances

Cabin crew will on a monthly basis continue to receive Basic Pay, Trip Pay, commission and Allowances.

Subsistence Allowances

The Inland Revenue has now agreed tax free status on all subsistence allowances. These do not form part of this agreement. This will be continually monitored by your AMICUS workplace representatives along with the representatives from BALPA.

BASIC PAY

FSM AND CSS TABLE

RANK	2004	2005 – 3.2%	2006/31ST MAR 2007 – 5%
FSM	£21,200	£21,874	£22,972
CSS	£16,850	£17,389	£18,259

IFBT, SCC, CC AND JPZ

RANK	2004	2005 – 3.2%	2006/31ST MAR 2007 – 5%
IFBT	£13,521	£13,954	£14,408
SCC	£12,837	£13,247	£13,679
CC	£10,820	£11,167	£11,530
JPZ	£13,792	£14,233	£14,695

The new entrant's salary has been frozen at £10,851 per annum. This will be reviewed in the next pay and benefits negotiations. Cabin crew joining the company after the 1st January 2006 will receive an increase in basic after a full year's service. All other benefits will still be awarded after satisfactory completion of their 6 month probationary period.

DAILY RATE OF PAY

The Daily Rate of Pay is used by the company for the purpose of deducting sick pay, when paying for or claiming back payment for leave in an employee's last month with the company and to calculate the Day Off Payment, should you work into one of your 9 days off per month.

In a rostered month a crew member is entitled to 9 days off

clear of duty. (This is referred to as MBTR) The calculations to obtain the daily salary are as follows.

9 days per month is calculated as $9 \times 12 = 108$ days
 $365 \text{ days} - 108 \text{ days} = 257$.

This means you work 257 days a year and get paid by the company for 257 days, therefore you calculate your payment as Your annual gross basic pay divided by 257, this will give you your daily payment.

TRIP PAY



PASSENGERING FLIGHTS

When you are a crew member who is positioning or deadheading at the request of the company you will receive TRIP PAY as if you were operating the flight.

Positioning: This is when crew are transferring from place to place as passengers either in the ground or in the air, at the companies request for operational reasons.

Deadheading: This is when crew are transferring from place to place as passengers either on the ground or in the air at the request of the company after a flying duty period – or on the inbound sector only.

A crew member that is Positioning or deadheading as a result of their own request or through their own fault, misconduct or negligence will only receive Trip Pay for one sector. (The sector on which they operated their normal flying duty.)

The amounts are calculated per round trip.

RANK	2004	2005	2006/31ST MAR 2007
FSM	£26.76	£30.00	£45.00
CSS	£26.76	£30.00	£40.00
IFBT – OVER 5YRS	£26.76	£30.00	£37.40
IFBT – UNDER 5YRS	£26.76	£30.00	£36.40
SCC	£26.76	£30.00	£37.40
CC	£26.76	£30.00	£36.40

WORKING UP PAYMENTS

This has been calculated with 1/257 formula. In addition to the work up payment crew will also receive the rate trip pay for the position they working in for that trip. It is recognised that when working up from the position of CSS to FSM your responsibility continues down route, so this is reflected in the payments below.

The payments below are only to be taken with effect from 1st January 2006.

1. CC – SCC = £15.93(per round trip)
2. SCC – CSS = £25.34(per round trip)
3. CSS – FSM = £13.73(per day of trip)

If you were asked to work down on a flight you will still receive your contracted rank rate of trip pay.

SHUTTLE PAY

This is £10.00 per Caribbean shuttle sector. This will only be paid when you shuttle passengers between Caribbean Islands as an operating crew member.

CREW DOWN PAYMENTS

Below is the table for all trips that operate crew down from LHR, LGW or MAN.

NUMBER OF CREW DOWN	TOTAL AMOUNT PER CREW, PER SECTOR
1	£5.00
2	£10.00
3	£15.00
4	£20.00

IFBT's will continue to receive crew down payments when 2 or more crew down.

If you return to the UK from a base (DEL, BOM, HKG, PVG, SYD, LOS) and are crew down you will receive a payment for that sector.

DELAY PAY

Outbound flights will receive a meal voucher after 2 hours delay from the relevant CCCI at either LHR LGW or MAN.

INBOUND FLIGHTS

TIME	AMOUNT
0-1 HOUR	NO PAYMENT
1-2 HOURS	£5.00
2-3 HOURS	£10.00
3-4 HOURS	£15.00
4-5 HOURS	£20.00
5-6 HOURS	£25.00
6-7 HOURS	£30.00
7-8 HOURS	£35.00
8-9 HOURS	£40.00

ROOM SHARE AT A HOTEL

The payment of £25.00 per crew sharing will be received if the hotel is fully booked.

TELEPHONE ALLOWANCE

The payment of £10.00 will be received per crew per day, when you are delayed down route for 24 hours or more.

FLIGHTS RETURNING TO BASE

This is when you depart LHR, LGW or MAN as crew and the flight returns to base due to a technical problem or medical reason (this list is not exhausted for reasons that flights may return to base). If this should happen you will be stood down and or receive hotac and operate the flight after minimum rest or will be put on a reassign able the next day between 7am – 9am in the hotel. The payment for this is the crew members Trip Pay.

STAND DOWN PAYMENTS

Trip pay will be paid to any crew member who attend for duty and are stood down. If a crew member is required to work the following day on an alternative trip and they have to make an additional journey to work they will be able to claim a TRAVEL ALLOWANCE (as set out under the travel allowance heading) in respect of the additional journey.

FERRY FLIGHTS

This is when you operate an aircraft which is usually empty between VAA bases in the UK. This is usually there and back on the same day. You would normally be used from your Stand-By block to operate these flights. The payment for this is your relevant Trip pay, however if you are still on duty after 5 hours from report you will also receive £5 per hour until you return to base.

MAINTENANCE FLIGHTS

This is when you take an a/c from base to another airport for maintenance, you may be required to wait for this a/c or asked to deadhead back to base on another carrier. Your payment for this will be your relevant Trip Pay however if you are still on duty 5 hours after report you will also receive £5 per hour until return to base. However if you are asked to stay away from base and return with the a/c you will get your relevant Trip Pay in addition subsistence allowance.

LK DAYS

These are ad-hoc duty days for both the company and crew member, whilst protecting the roster. An LK day will be used for a crew member to attend any of the following:

- Disciplinary investigation meetings/hearings
- Grievance investigation meetings/hearings
- Board of enquiry
- Sickness meetings including informal and Stage 1/2/3 meetings
- Performance /appraisal meetings/one-to-one coaching
- Feedback following a promotional interview
- Exit interviews
- Exam re-sits/vivas
- Aircraft visits

An LK day will be rostered before a trip, before stand-by or after day's off. You will be given 72hrs notice by the company if you are required to attend one of the above on your LK day. An LK day before a trip can be used for a trip if requested by the crew member only and not enforced by the company. If for some reason the LK day is not for sometime the company may request that the crew member attends a meeting on an MBTR day and in return the next LK day rostered will be converted to a day off.

END OF YEAR APPRASIALS

FSM's and IGBT's will receive an off line allowance of £33 when they attend their end of year appraisal on the ground. These will be rostered as an Office Day. The payment will be put through payroll by either your CPM or BTSM.

OFFLINE ALLOWANCE

Crew will receive an offline allowance payment of £33 if they attend events on the ground at the company's request. This includes Ground Appraisals, workshops onboard service/safety based project meetings.

It will also be paid to a crew member who attends at their manager's request an investigatory meeting as a witness to an incident. It is not paid for Training, disciplinaries, investigatory grievance or sickness policy meetings.

EXPERTISE ALLOWANCE

This remains at £10.82 payable when a crew member's skills or knowledge are used for the benefit of the company and added onto the £33 offline payment.

TRAVEL ALLOWANCE

This will apply to crew members that have worked into their 9 day's off in a normal month, (flying duties, stand-by, office days) – one in which leave is not taken they will receive a travel allowance. The travel allowance will be in the form of reimbursement on proof of purchase or receipts of a staff stand-by ticket or a mileage payment (capped at 125 miles per return journey).

Crew members who report for duty but are stood down from duty at the company's request due to operational reasons and are required to operate the

following day will receive the travel allowance for their extra journey (as set out above).

In addition VAA propose to reimburse crew members who are a witness in a disciplinary matter for travel.

DAY'S OFF BEFORE LEAVE

Your days off before leave are generated by the trip prior to your leave. This list will show how many day's off you should have before your leave:

- US EAST COAST/CARIBBEAN/INDIA/CPT/DXB/LOS – 3 LOCAL NIGHTS
- US WEST COAST/LAS/JNB/PVG – 4 LOCAL NIGHTS
- HKG/SYD – 5 LOCAL NIGHTS
- You must also receive from 1/07/06 9 days per month off even in a month when leave is taken.

IGBT – SNR (VICE VERSA)

You must have been in your present position for a minimum of 2 years. You must have a satisfactory performance as noted through the PM system and star review. You will go to the bottom of the seniority list (IGBT or SNR rank). Once transferred all normal criteria for promotion will apply. Once you have transferred you will have to stay within the role for a minimum of 6 months before being able to return to original role, with seniority going to the bottom.

For IGBT's transferring to crew they will go straight into the SNR rank on SNR pay, but will need to work down as cabin crew for a minimum of 12 flights, producing supporting PM forms for that role, within the space of 6 months.

The transfer will be subject to appropriate establishment figures and supporting high levels of performance monitoring.

MONTHLY



DAYS OF STAND-BY WORKED IN A STAND-BY MONTH (CALANDER OR OVERLAPPING)

A full-time crew member will be rostered no more than 20 day's in a stand-by month. A part-time crew member will be rostered as follows:

11 day month – 2x3 and 1x4 day trips

10 day month – 2x3 and 1x4 day trips

9 day month - 3x3 day trip

OVERLAPPING MONTH

A proportion of crews stand-by will overlap 2 consecutive months. For instance rostered stand-by duties may start on the 4th of a month and end on the 3rd of the following month.

No crew member will be rostered past the 7th day of an overlap month and the upper limit of 20 day's stand-by duty will apply.

AFFECT OF MINIMUM BASE TURN AROUND (MBTR)

Crew members will receive full MBTR after each stand-by call-out. After a call-out crew will continue their stand-by duties on the 1st day they are operational after their full MBTR. MBTR for trips is as follows:

- USA EAST COAST/CARIBBEAN/INDIA/ DXB/CPT – 3 LOCAL NIGHTS
- USA WEST COAST/LAS/JNB/PVG – 4 LOCAL NIGHTS
- HKG/SYD – 5 LOCAL NIGHTS

GUARANTEED TIME OFF

The company will roster full-time crew at least 1 weekend off in their stand-by month guaranteed. This will be protected from duty even in the event of a call out. The weekend could be any of the following day patterns – Fri/Sat or Sat/Sun or Sun/Mon. This weekend must be in the standby month not in the calendar month. E.G. standby starts 5th August until 4th September you cannot have your weekend rostered on 2nd and 3rd August, it must be between 5th Aug and 4th Sep.

GAP BETWEEN EACH STAND-BY BLOCK

For both full-time and part-time crew there will be a minimum separation of FOUR months between each stand-by month.



DECEMBER/CHRISTMAS

The company will ensure that a crew member who is rostered a stand-by block in December will not be allocated stand-by the following December. However if a crew member is promoted after working stand-by in December they may be rostered stand-by the following December.

LEAVE/SEP/TRAINING

Crew will not be rostered Stand-by in a month in which they already have leave, SEP or some other form of training.

CALL OUTS FROM CREWING

Each monthly stand-by roster for a full-time crew member will consist of 4x2hr call outs and 1x4hr call outs, 5 blocks in total. You will have 2, or 4 hours to get to LHR depending on what block you are on or 3 and 4 for LGW. Crewing will be able to change your standby duty if required but only with 11 hours notice (i.e. SB3 to SB2.) and only if they contact you verbally. You will only work up to 20 days in that month and you have to have full MBTR prior to the start of your flying month.

Part-time crew will only be called by crewing for trips that fit their stand-by block. If part-time crew are not called out on their 1st day of a 3-day block or the 1st or 2nd of a 4-day block they will only be used for ferry flights thereafter. Due to operational reasons crewing may request that a part-timer works into their days off. In this circumstance the crew member can refuse the duty. If they agree the duty then they will be re-credited the days in the following month. LGW CALLOUTS – these will be split between 3 and 4 hour call outs

PRE-OPS

Crew on stand-by will be able to use the pre-ops functions under the current agreed guidelines.

CALLING SICK & FIT

Same as current procedure, call crewing and your manager when you are sick. Following your call to crewing to phone in fit you will be placed on standby duty the next day.

NOTICE OF THE STAND-BY MONTH

All full and part-time crew will receive notice of a planned stand-by month with the preceding roster. (Crew who have planned a stand-by month in November will receive notification at the time of their October roster which will be published in September).

PART-TIME CREW ONLY

No matter what part-time contract you are on, you should note that part-time contracts may change in the future so the agreement may change in order to comply with the new contracts. The current monthly stand-by system ensures that part-times on both contracts work the same amount of stand-by over a 3 year period.

REQUESTS

As you will have notification of your stand-by month, requests will not be considered when on a stand-by month. However crew will receive the guaranteed weekend off as defined above.

OPERATIONAL DISRUPTION ON A FLYING LINE

Should a crew member be taken off a night stop for operational reasons they will become reassign able for that day. Crewing will endeavour to find a trip for them of the same length to depart that day. But if crewing cannot find a replacement trip the crew member will be stood down until their next rostered duty with the relevant payment.

If you are on a 2 night trip and the above should happen then you will become reassign able for the remainder of the first day and the following day. The company will provide HOTAC (without allowances) on the first night, so that you are available for the next day. Should a night stop become available then the same principal as above will apply. If you are on a longer trip than stated then the same will apply.

The contactable time for a reassigned duty will be 0700-0900 hours.

MONTHLY STAND-BY WILL NOT BE INTRODUCED TO OUR MAN OR SYD BASED SECONDED CREWS AS THE GROUP IS TOO SMALL FOR IT TO WORK. ALSO JPZ CREW WILL NOT BE ROSTERED MONTHLY STAND-BY.

IT IS PLANNED TO FORMALLY REVIEW THE MONTHLY STAND-BY PROCESS WITH THE COMPANY 6 MONTHS AFTER IT HAS COMMENCED. AS A RESULT OF THE REVIEW AMENDMENTS MAY BE MADE. WE WILL LET YOU KNOW AT THE TIME OF ANY CHANGES TO THE AGREEMENT.

We hope that as CC89 members you find this document useful when faced with changes to your working practices or you have queries regarding your payments.

This document has been verified by the company to ensure all information is correct. This will only go to Amicus Union members so we ask that you do not copy this to give to non members. We will gladly send a copy to any new member on receipt of their 1st payment.

Regards

**Amicus Cabin Crew
Workplace Representatives.**





Membership

Our membership is steadily increasing and we would like to thank you all in supporting the recruitment.

Remember if each member recruits then we will get stronger day by day.

JOIN AMICUS

Have your say in negotiating:

- your terms and conditions
- your wages
- your hours of work
- your holidays.

Amicus is backing you all the way to improve your life at work.

It makes sense to have someone on your side. And only a union with the massive financial, legal and industrial back-up of Amicus can really provide the representation and influence in the workplace that **YOU** need.

It is our aim to ensure that all our members are given equal treatment and opportunities at work. We provide advice, information, training and support on equal opportunities issues for all our members.

Amicus – the union
for people like **you**

JOIN ON LINE
www.amicustheunion.org


amicus
the union