



## Flight Attendants Affected by Displacement

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## **INTRODUCTION**

For US Airways, the ability to relocate key personnel is an essential factor in maintaining a competitive, successful and effective operation. The relocation policy and services described in this handbook have been structured to support this important corporate goal.

US Airways has contracted with a major nationwide relocation company, Bristol Management, to administer our relocation program. By working closely with Bristol's representatives you can guarantee a successful move for you and your family.

Please be sure to familiarize yourself with the provisions and services outlined in this handbook before you begin to plan your move. The decisions you make at the onset can affect your eligibility for certain policy provisions. It is important to be clear on Company policy before you act. In addition, please raise any personal or family questions early on to ensure as smooth a relocation as possible.

Good Luck!

***US Airways Relocation Services***

## **RELOCATION ASSISTANCE PROGRAM FOR FLIGHT ATTENDANTS AFFECTED BY DISPLACEMENT**

The relocation guidelines in this manual were developed for active flight attendants of US Airways who are required to relocate as a result of a displacement. The household moving and settling provisions extend for three years following the date of displacement.

Bristol Management Consultants are available to assist you and your family with your relocation needs throughout the process. Bristol Management Relocation Consultants can be contacted at 888-371-4230. Correspondence can be directed to Bristol Management, 3637 E. Miami Ave., Phoenix, AZ 85040 Attn: US Airways Relocation Services.

### **ELIGIBILITY**

You are eligible for the assistance outlined in this handbook if the following criteria are met:

The move must be completed within 3 years of the date of displacement.

AND...

The flight attendant's new home as defined in Section 5.F. of the Agreement must be within 200 miles of the flight attendant's domicile to which he/she is being displaced.

AND...

The distance from your former residence to your new workplace must be at least 50 miles greater than the distance from your former residence to former workplace.

<b>Example:</b>	
<b>Distance from former residence to new workplace:</b>	<b>275 miles</b>
<b>Distance from former residence to former workplace:</b>	<b>25 miles</b>
<b>Difference:</b>	<b>250 miles</b>
<b>This eligibility standard has been met because the difference (250 miles) is greater than 50 miles.</b>	

## ENROLLMENT

To begin the relocation process, please complete the relocation commitment letter and the relocation order form in the back of this guide and fax it to Audrey Evans, in Phoenix at 480-693-8813. You can reach Audrey by phone at 480-693-8649.

## EN ROUTE EXPENSES

You will be allowed mileage reimbursement, based on the Corporate standard rate per mile, between the old and new location, based on official AAA mileage charts or most direct route, to transport up to two automobiles registered in either your name, your spouse's name, or your domestic partner's name. Verification of travel must be provided, using either dated gas or toll receipts, or service station odometer vouchers. Reimbursement for parking and tolls will be provided if substantiated by receipts.

Also, reasonable and actual expenses for meals and lodging en route for the employee and members of his/her immediate family will be reimbursed when properly substantiated by original receipts.

If the distance between domiciles is greater than 1200 miles, the flight attendant may elect to ship up to two (2) automobiles by car carrier in addition to the sixteen thousand (16,000) pounds household goods and personal effects as outlined under "Moving Expense Provisions."

## SETTLING EXPENSES

During this period, you will be reimbursed for actual reasonable meals, reasonable commercial lodging, related transportation and telephone calls incurred by you and eligible family members. Extraordinary expenses will be allowed as circumstances indicate and as approved in advance by your Base Manager or Inflight Services Administration.

As per contractual considerations, each flight attendant will be allowed up to five consecutive days settling time, free of all duty, three (3) days of which shall be paid and credited at a rate of five (5:00) hours per day. **These days must be used for the purpose of relocating.** The three (3) days of pay and credit are contingent on the following:

1. A lineholder flight attendant may claim up to three (3) days of pay and credit provided the settling day(s) for which pay is claimed falls on a scheduled duty day as defined by the flight attendant's monthly line award. (Primary, SAP, or Secondary).
2. A reserve flight attendant may claim up to three (3) days of pay and credit provided a junior flight attendant is utilized on the settling day(s) for which pay is claimed.

In addition, the request for settling days must be requested *in advance* to Crew Scheduling. The Company will honor the five days requested, provided adequate reserve coverage is available on such days.

## **EXPENSE REIMBURSEMENT**

All expenses associated with your transfer from the old to new location should be properly documented and submitted on a Relocation Expense Report. This report should be completed and submitted to your Base Manager for approval. The Manager will forward the Relocation Expense Report to Bristol Management for review and processing. The Bristol Management mailing address is at the bottom of the Relocation Expense Report.

Employees will be allowed advances in the estimated amount of their anticipated expenses. Such advances should be reconciled with a Moving Expense Report once actual expenses are realized. Expense advances are arranged through your local Base Manager. The Manager will forward the expense advance by fax to Bristol Management for processing.

## **MOVING EXPENSE PROVISIONS**

Employees covered by this policy will have their personal and household goods moved at Company expense. Eligibility extends three years from the effective date of displacement.

Not less than two weeks prior to the desired move date, (more time is required in the summer) you should contact Bristol Management and provide the following information:

1. address of present residence;
2. address of future residence;
3. date household goods should be moved;
4. number of rooms of furniture; and
5. telephone contacts for employee/spouse at old and new locations.

Bristol Management will select an appropriate carrier. A representative from the moving company will contact you to discuss actual dates and make arrangements for an estimate if required.

The Company will pay the normal expenses of packing and moving of ordinary household goods and personal effects consisting of furniture and clothing to a maximum of 16,000 pounds.

The Company will pay the costs of normal servicing at origin and destination of such appliances or articles as refrigerators, deep-freezer, washers, dryers, air conditioners or such similar items as might suffer damage in transit if not properly serviced. This does not

include the costs of removal or installation of articles secured to the premises nor the costs of carpeting, electrical or plumbing work necessary to disconnect, remove connect or install articles such as appliances.

US Airways provides full replacement coverage insurance in the amount of \$250,000.00. Additional insurance is available but is your responsibility. Items of extraordinary value, such as jewelry, furs, coin collections, etc. should not be shipped. Insurance coverage does not extend to these items nor are the movers liable for their loss or damage. The insurance company reserves the right to repair rather than replace any damaged item.

The Company will not assume additional costs of expedited service, exclusive use of a moving van, maid service, house cleaning, extra stops en route to pick-up or deliver partial lots, or any other service not directly contributing or necessary to a move.

The Company will not assume costs or responsibility for the movement of living plants, frozen or perishable foods, pet or livestock, motor vehicles, boats, motorcycles, camping or utility trailers, airplanes, or parts thereto, spare motors, transmissions, farm machinery, building materials, or any articles not normally construed as household goods.

The Company will not assume the costs of alterations to draperies, curtains, rugs, or other household furnishing or fixtures.

US Airways provides for all required packing and unpacking. The movers will provide suitable cartons, upon request, for packing those unbreakable items the employee may wish to pack themselves. All breakables or easily damaged items should be left to the movers since they cannot assume responsibility for damage to items not packed by their personnel. The moving company will provide the proper forms to assist the employee in the event of a claim for damaged or lost articles. All cartons supplied by the mover become your property if you wish to retain them for your personal use or for future moves.

Temporary storage, or costs associated with storage, will not be a covered expense. Exceptions will be considered on an individual basis subject to the guidelines in effect for non-management employees in accordance with Company policy. Under NO circumstances will storage exceed 30 days.

Moving costs can be materially reduced by eliminating and disposing of items unwanted in your new location. Items not to be moved should be set apart, and the mover's personnel clearly informed as to what is to be taken.

## **SELF-MOVE OPTION**

If your household goods shipment is 5,000 pounds or less, you may elect to self move your household goods in lieu of the company's arranging for a household goods carrier. The Company will pay for the normal rental cost of the truck, as well as required supplies, with prior approval.

US Airways provides an incentive of \$750, less appropriate payroll withholding taxes, to employees who elect to self-move their household goods. The self-move incentive is payable upon completion of the household move and all moving expense reports.

Employee must contact Bristol Management to arrange for the self-move option.

## **MOBILE HOMES**

The Company will pay for movement of a single unit mobile home including packing and unblocking at the present location and blocking and unpacking at the new location. The Company will pay for normal hook up of gas and/or electricity excluding any deposit requirements or rewiring of utility lines to the mobile home location. Road-worthy preparations are the responsibility of the employee. Contact Bristol Management to arrange for the movement of mobile homes.

## **DESTINATION SERVICES**

Making the right decisions concerning your move to your new location is just as important as selling your home in the old location. Bristol Management's Destination Services are available at no cost or obligation to provide area information, housing price ranges, community profiles, real estate tax and commuting information, and preliminary pre-qualification for a mortgage that suits your needs. Your Consultant can also arrange for a qualified local real estate agent to assist you during your homefinding trips. For more information on this program, contact your Bristol Management Consultant at 888-371-4230.

## **MORTGAGE ASSISTANCE**

Bristol utilizes 1<sup>st</sup> National Bank of Arizona / Bristol Mortgage, Bank of America and Wells Fargo Bank for mortgage services. These national companies offer market-competitive rates and origination and discount fees. As an added benefit, costs and fees on mortgages obtained through these companies on your new primary residence can be

direct billed to Bristol, making a separate reimbursement application unnecessary. However, you are not obligated to use these lenders, and if you choose not to, simply submit documentation of your closing costs to Bristol for reimbursement. Please contact your Relocation Consultant for additional information, including names and phone numbers for lenders.

Should you have any questions concerning US Airways relocation program, please contact Bristol Management at 888-371-4230.

**U-S AIRWAYS**  
**RELOCATION POLICY**  
**Flight Attendant (EAST)**  
**Affected by Displacement**  
**LETTER OF COMMITMENT**

**TO: US AIRWAYS INC**  
**4000 E. SKY HARBOR BLVD. CH-EMP**  
**PHOENIX, AZ 85034**

**SUBJECT: RELOCATION COMMITMENT**

This will confirm that as a transferred Flight Attendant of US Airways (“the Company”) I am eligible for relocation benefits as specified in the Company Relocation Policy.

This policy applies to my move from: \_\_\_\_ to \_\_\_\_

**FORMER ADDRESS:**

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Street Address	City	State	Zip Code
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I acknowledge that US Airways’ Relocation Policies and Procedures as outlined in US Airways’ Corporate Policy Manual require that I repay US Airways a prorated portion of my total relocation costs provided by US Airways under that policy in the event that I voluntarily terminate my employment prior to the end of one (1) full year from date of relocation, based on the number of days remaining in that year. I agree that US Airways may withhold amounts due to US Airways under that policy from my last paycheck and request that US Airways do so, and that I will repay any portion that remains due that is not covered by my last paycheck or that remains due if no withholding is done.

**EMPLOYEE INFORMATION (ALL LINES MUST BE COMPLETED):**

Name:	Title:	Salary Grade:
(New) Cost Center #:	(New) Manager Name:	(New) Co-mail Code:
Employee Badge #	Email Address:	Phone # (home & cell):
Recruiter:	Anticipated Move Date:	
Misc. comments:		

**DESTINATION ADDRESS:** *(if unknown, specify target City & State)*

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Street Address	City	State	Zip Code
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**SIGNATURES OF AGREEMENT/APPROVAL:**

\_\_\_\_\_

Division Head Signature                      Date

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Employee (Signature of Agreement) Date

Director, Recruitment

Date



**EMPLOYEE RELOCATION ORDER FORM**

**Flight Attendant (EAST)**

**Affected by Displacement**

**Personal Data**

First Name:	Last Name:	Badge # or ID#
Present Address:		
Current Home Phone:	Cell Phone:	Email address:

**Assignment Information**

Job Title:	<input type="checkbox"/> New Hire <input type="checkbox"/> Transfer	Company (circle one) US Airways (EAST)
Cost Center:	Destination City/Address:	
<input type="checkbox"/> Household Goods max 16,000 lbs. <input type="checkbox"/> Relocation Advance \$ _____ <input type="checkbox"/> Self Move Option: <input type="checkbox"/> Self Move Option: \$750 + truck (HHG must be 5,000 lbs or less) <input type="checkbox"/> Transport of Mobile Home	_____ _____	
Transporting Vehicle: <input type="checkbox"/> No <input type="checkbox"/> Yes # of auto's	Start Date: Anticipated Move Date:	

AWA Recruiter Contact:	Special Requests:
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**Relocation Authorizations**

Employee Signature:	Date:
Recruitment Mgr. Signature:	Date:
Recruitment Director Signature:	Date:

Send to: Audrey Evans  
 Fax 480-693-8813  
 Phone: 480-693-8649  
 Email Address: Audrey.evans @usairways.com