



## ***General Guidelines For Reciprocal Cabin Seat Agreement Travel on Alaska Airlines***

Alaska is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures have been developed to make this process as hassle-free as possible.

1. There is no pre-flight listing. All transactions take place at the airport either at the ticket counter or gate.
2. Flight attendants requesting transportation under this agreement shall check-in with an Alaska agent at the ticket counter or gate no later than 30 minutes before scheduled departure on domestic flights and 60 minutes before scheduled departure on international flights. **\*\*Note:** Check-in times may vary by location, please check [alaskaair.com](http://alaskaair.com) for more information.
3. Check-in can be at the ticket counter or gates if you have carry-on luggage only. If you have checked baggage then the ticket counter must process the transaction.
4. Compliance with the approved carry-on baggage program applies. To be exempt from the one bag plus one personal item rule, you must be in uniform during security screening and remain in uniform until reaching your final destination.
5. Upon check-in, you must produce a valid company ID displaying the word "CREW".
6. The gate agent shall begin processing the standby list once the flight is restricted to gate check-in. Please wait for the gate agent to call your name and issue a boarding pass with a seat assignment to board the aircraft.
7. Once onboard, conduct must reflect a professional, businesslike attitude in accordance with all standard passenger regulations (seat belts, carry-on bags, safety information signs, etc.)
8. While you must have your valid company ID with "CREW" designator to sign-up as a Cabin Reciprocal Agreement rider, you should not display it on your outer wear once onboard the aircraft.

9. Flight attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard.
10. This agreement does not permit travel with children, family members, or a carry-on pet. Flight attendants must be of active status to take advantage of the agreement. If you are on sick, maternity, medical, or military leave you are **not** eligible to travel under this agreement.
11. Transportation is applicable on Alaska flights on a space-available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Flights operated by Horizon Airlines or code share partners are excluded from this agreement. Priority will be given to Alaska employees and all non-revenue space available customers (i.e. retirees, guest pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into Reciprocal Cabin Agreement with Alaska will be accorded such transportation on a “first come, first served” basis.
12. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business-related travel of a personal nature, and is not to be used in any way to facilitate a carrier’s staffing or crew requirements or any employee’s crew-related duties, responsibilities, plans, prospects, or objectives.

Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers who are not in uniform must conform to Alaska’s non-revenue travel dress code standards of conservative casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish.

#### **Acceptable attire**

Although not all-inclusive, the following list of articles – provided they are clean, well-maintained and in good taste- may be worn by Cabin Seat Agreement Riders:

- “Business casual” city/walking shorts worn with a coordinated shirt, blouse, sweater, or jacket
- Clean, pressed, and well-maintained denim or colored jeans (no holes, tears, slashes, or patches)
- Clean, well-maintained and coordinated jogging suits/sweatshirts/T-shirts, etc.

#### **Unacceptable attire**

Although not all-inclusive, the following items are not acceptable attire for Cabin Seat Agreement Riders:

- Tank tops, outfits with offensive or sexually oriented inscriptions or messages
- Low-cut, skimpy, revealing clothing; short shorts or gym shorts
- Torn, ragged, slashed jeans or slacks; exposed midriff or halter tops
- Bare feet, beach, or swimwear

