Commuter Registry

The Company recognizes Flight Attendant's desire to live in locations other than their base. The company's Commuter Policy is intended to protect registered Flight Attendant Commuters (FACs) from a dependability infraction when unable to report for duty in base upon providing proper documentation. Once registered with the company as a commuter, the Flight Attendant is responsible for reporting to assignments in a timeley manner and rested for a full duty period.

A FAC must register his/her commuter city with the Company and re-register should the Flight Attendant's base and or commuter status change. Flight Attendants may commute from sister cities that are within 180 miles of their primary commuter city. The commuter city many not be changed more than three times per year unless authorized by Inflight Management.

1. Log into www.MyFrontier.org and proceed to the Inflight webpage

2. On the lower right side of your screen, click on the CATS link

3. Sign into CATS using your myfroniter.org/crew room computer user ID and password

4. Click on the **Conversation Details** tab

5. Clock on the **Commuter** tab (If you are already a registered, you will see your latest entry below)
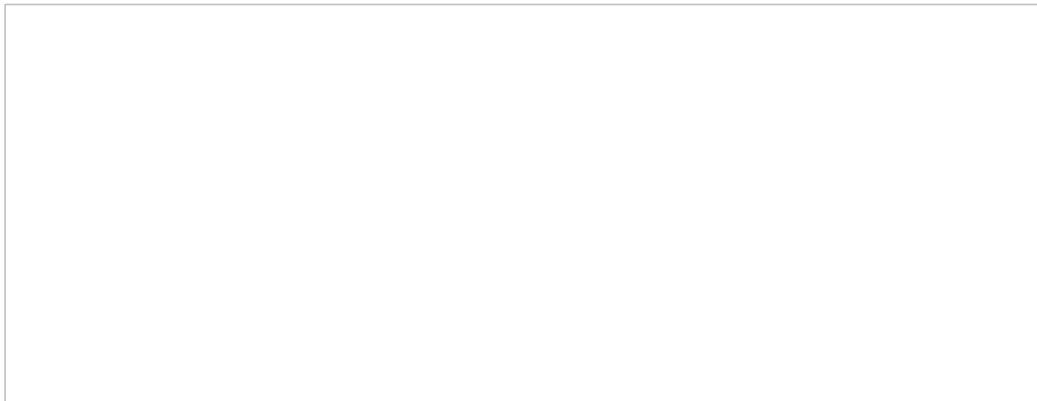
6. To add a new Commuter Registry record, click on the blue bar that reads **ADD/UPDATE COMMUTER REGISTRATION REQUEST**

7. A commuter registry form will appear, your employee information will automatically pre-populate the form. You may enter three (3) letters of the **Commuter City Airport Code** to expedite entry▫

8. Once you SAVE the form, you will immediately see your commuter city displays on your CATS

It will be your responsibility to become familiar with the Commuter Policy, Article 23, pages 109-11 of the CBA along with the required Documentation that will be necessary to present to your Inflight Supervisor within 24 hours of calling off due to commuting.

Each time you change bases, it will be necessary for you to update the Commuter Information form in CATS in order to update your base.

Required Documentation

The FAC must be able to provide documentation to his/her Inflight Leadership to substantiate listing and standing-by for two available flights. Listing and standing-by documentation includes:

1. Standby list (e.g. printed standby list from Customer Service Agent, picture from standby TV monitor/gate monitor; or

2. ACM form on Frontier; or

3. Email listing confirmation and proof that she/he was at the airport (e.g. printed standby list from Customer Service Agent, picture from standby TV monitor/gate monitor); or

4. Mobile boarding pass or boarding pass printed from home or airport with proof that she/he was at the airport e.g. printed standby list from CS agent, picture from standby TV monitor/gate monitor); or

5. Seat request card.