Preferential Bidding System
Helpful Hints

1. **Alternate PBS access:**

   Should there be issues related to the Air Canada portal, there are alternate methods of accessing the Preferential Bidding System. These alternate access points are strictly for bidding and do not provide any of the information available in the Pairing Package available on the portal or in your local Crew Centre

   > https://aca.classbid.com
   > http://pbs.aircanada.ca

   For PBS system access/log-in problems, contact the IBM Help Desk at 1-866-274-5444 or (514) 422-4357. For calls originating outside North America, contact 1-800-906-3620.

2. **Embedded *Award Pairings* Bidline:**

   When there are not enough bidlines to build you a block within the bidding window, PBS will go to the embedded bidline *Award Pairings* and choose a flight or flights to complete your block. If a legal block can not be made from *Award Pairings*, PBS will go into DENIAL MODE and start removing "negative" bidlines (*Avoid* / last date in *Prefer Off*). One recommendation is to add some generic type bidlines with flying that you would prefer rather than leaving it to *Award Pairings* to assign you.

3. **Minimum GDOs for regular block holders:**

   When bidding low credit or unproductive pairings, keep in mind that you must have a minimum of 12 GDOs and no more than 2 of these may be single GDOs for a legal block. Using a calendar to plot out your preferred award will help avoid this error.

   NOTE: The total number of GDOs as well as the number of single GDOs is prorated in block months that are reduced by vacation, leaves, etc.

4. **Pairing Length:**

   PBS counts <u>calendar days</u> for the length of a pairing. Pairings that check-out after midnight have that time counted as another day. For example, a pairing that is one continuous duty day checking in on Thursday at 1930 and checking out on Friday at 0715 is seen by PBS as a two-day pairing even if there is no layover.

5. **Pairing Search:**

   Within PBS there is a function for searching the pairings at your base for that month. The search screen is identical to the one used for creating *Award* bidlines and can be used to see what pairings could be awarded if you used that criteria in an *Award* bidline OR what parings could be avoided if you used that criteria in an *Avoid* bidline.

6. **Avoid Pairings:**

   When more than one option is included on an *Avoid* bidline, only pairings with <u>ALL</u> the criteria will be avoided. Pairings with one or some of the criteria can still be awarded.

   Eg: `Avoid Pairings if Pairing Length > 3 Days if Pairing Check-in Time < 08:00`

   This bidline will <u>only</u> avoid pairings where the pairing is 4 calendar days or more **AND** the pairing has a pairing check-in before 08:00. You are still eligible to be awarded 4 day pairings with a pairing check-in after 08:00.

   To prevent this you may choose to split your *Avoid* criteria into separate bidlines.

7. **Award Bidlines:**

   When PBS encounters an *Award* bidline it will award as many pairings as are legally possible according to the criteria in the bidline. PBS does not necessarily award the maximum credit possible. There is no guarantee that you can be awarded an entire block from a single bidline.

8. **Award Bidlines – generic:**

   Generic bidlines are useful for filling in the rest of your block after your more specific requests. Remember that the more generic your bidline, the more flexibility you allow to PBS. A good way to see how "productive" a bidline can be is to use the same criteria in a Pairing Search.

9. **Award Bidlines – Options:**

   A number of options can be put into an *Award* bidline. Putting too many specific criteria can result in no pairings being awarded at that bidline. A good way to see how "productive" a bidline can be is to use the same criteria in a Pairing Search.

10. **Award Bidlines – When to be less specific:**

    Whenever you include a pairing number in a bidline, it is not necessary to include criteria in that bidline such as check-in, check-out, layover time, layover station, etc. Should any information that you include not be identical to what is in the pairing, PBS will not award it.

11. **Minimum/Maximum Credit & RBP's:**

    Reduced block holders cannot bid minimum or maximum credit.

12. **Regular bid vs Default bid:**

    If you enter even one bidline on your "Regular bid" (Start Trips and/or Start Reserve) then that is the bid PBS will use to build your block. PBS will <u>only</u> read your "Default bid" when your "Regular bid" is completely blank. ("*CLICK HERE*" prompts in both Start Trips and Start Reserve sections).

13. 1/7 & 4/14 Rules:

1/7 and 4/14 rules apply from block to block, reserve to block, block to reserve. These rules may only be waived in your Start Trips section of your bid and if waived then they also apply to your previous history (activity in the preceding block month), an overlap or anytime during the bid month. If these rules are NOT waived, then you MUST have 1 day off after 6 days on and 4 days off during <u>any</u> 14 day period.

NOTE: the 14 day period is a sliding one and does not necessarily begin at the start or end of a pairing or block month.

14. "Any" vs "All" Aircraft:

a) ANY means PBS may award pairings with one or more legs on <u>any</u> of the specified aircraft type(s). Multiple aircraft types may be selected with the ANY aircraft criteria.

b) ALL means PBS may <u>only</u> award pairings if <u>all</u> of the legs are on selected the aircraft type (with the exception of Deadhead legs). Only one aircraft type may be selected with the ALL aircraft criteria.

c) With ANY, If you bid more than one aircraft type per line they are all considered equal.

Eg: `Award Pairing if Any Aircraft Type 777, 767, 330`

PBS may award pairings that can contain any one or a combination of all three.

15. Layover Station/Duration & Multiple-layover pairings:

Unless multiple-day pairings are avoided or the bidline specifically requests 2-day pairings, a request for a layover location and/or duration need only apply to one of the layovers for that pairing. Also with multiple-layover pairings, specifying a layover station AND a duration does not guarantee that the layover duration will be in that destination.

Eg: `Award Pairing if Layover Duration > 25:00 if Pairing Length = 4 days`

PBS may award you pairings as long as at least <u>one</u> of the layovers is greater than 25 hours this fulfills the request.

16. End of the month overlap:

If you do not want an overlap because you need time off at the beginning of the following month, you can use *Prefer Off* for the last day or last hour on the last day of the block month. As always, be aware that accommodating this request will depend on your ability to hold this time off. The possibility of losing this *Prefer Off* request depends on if your bid needs to go through Denial Mode and the placement of this request and/or the requirement for PBS to unstack.

17. Bidding pairings by day/date:

If you bid for pairings and list several days/dates on one bidline then they are all considered equal. If you wish to specify specific dates as more important than others then you should bid for the pairings a single day/date individually in priority order on separate bidlines.

```
Eg:  Award Pairings if Departing on April 11, 2010, April 13, 2010,
     April 15, 2010, April 17, 2010 if Pairing Number T5012
```

The order of the dates is **NOT** seen by PBS so it may award T5012 (3-day pairing) on any of the days in any order. As such, awarding T5012 on April 13 first will not allow PBS to award it on April 11 or April 15, etc.

18. Bidding several pairings on a single bidline:

If you bid for several pairings on one bidline then they are all considered equal. If you wish to specify specific pairings (even on specific dates) as more important than others then you should bid for the pairings individually in priority order on separate bidlines.

```
Eg:  Award Pairings if Pairing Number V5133, V5143, V5022
```

The order of the pairings in the bidline above is NOT seen by PBS so it may award V5022 first, then V5143, etc.

```
Eg:  Award Pairings if Pairing Number V5133
Eg:  Award Pairings if Pairing Number V5143
Eg:  Award Pairings if Pairing Number V5022
```

This example will award V5133 first. Then V5143 (if legal to award), then V5022 (if legal to award).

19. Enroute check-in time:

The check-in time for your pairing when you are away from base and are on duty at the airport.

20. Enroute check-out time:

The time you finish your flight when you are away from base and going to your hotel.

21. Over projections:

PBS takes a "snapshot" of your current month's schedule at the close of the PBS bid period to use in building your block for the next month. Any pairings (or days on Reserve, etc.) that are part of your block at that time will be used to build your "history" for PBS to determine crew rest, 1/7 and 4/14 legalities. If an overlap pairing is modified or removed, or if you are awarded training, make-up, or 100 hours after the "snapshot" is taken then PBS will not have these in your "history" and will not take them into account when building your block for the next month.

22. Back to back flying:

Keep in mind you need 10, 24 or 36 hrs crew rest after some pairings (plus the one hour buffer for blocking purposes only).

23. Several Options on one Bidline:

PBS allows you to create bidlines with several options on the same bidline. Remember that ALL of these conditions must be part of a pairing for PBS to award it to you. It is recommended that if you do list several conditions on one line that you do a pairing search, with the same conditions, to see if there are any pairings that match those criteria.

24. All-nighters:

There is no "*Avoid Pairing if All-nighter*" bidline with PBS. One way to avoid these pairings is to do a pairing search using criteria particular to these kinds of flights, identify the pairings you DO NOT wish to do and then avoid them.

25. Order that PBS reads your bidlines:

PBS will always read and process your bid line by line in the order that they are on your bidsheet. PBS does not read all of your bidlines and then figure out what your ideal block is. Therefore, the order that you put your bidlines in (*Award*, *Avoid*, *Prefer Off*, etc.) is very important. The higher in your bid that you insert a bidline, the more important it is in your bid. PBS will immediately assign you pairings when it encounters an *Award Pairings…* bidline.

Eg: You submit the following bid:
```
1. Award Pairings if Any aircraft type 767
2. Award Pairings if Layover FCO, MUC, LHR
3. Prefer Off Saturday, Sunday
```

Result: Your block could be built at bidline 1 using only pairings containing a 767 leg.

26. Two Pairings on the Same Day:

Be advised that with this system, you may legally be awarded two pairings with departures on the same day as long as you have the contractual crew rest plus the one hour blocking buffer.

Eg: Pairing 1 Domestic: Check in at 5:50 and Check out at 11:30
        Pairing 2 International: Check in at 22:45

These two pairings are legal to be awarded to one person because there is at least 11 hours (10 hrs domestic crew rest plus the 1 hr blocking buffer) between them.

27. Prefer a Block over Reserve

If you prefer a Block over Reserve DO NOT insert a bidline with *Award Line Reserve* or use *Else Reserve* as part of a *Prefer Off* or *Avoid* bidline. If you add the bidline *Award Line Reserve* on your bid sheet and your block is not built at that point, PBS will then delete any pairings awarded to you by that point and then proceed to your Reserve bid. Additionally, adding *Else Reserve* to a negative bidline (*Avoid/Prefer Off*) that must be denied will also result in PBS proceeding to your Reserve bid.

If you prefer a block over reserve you want the system to go to *Award Pairings* to complete your block if necessary then do not add *Award Line Reserve* on your bid sheet. Do keep in mind the system could go to Denial mode if it can't complete your block with *Award Pairings*.

28. Prefer Reserve over a Block:

If you prefer Reserve over a Block then you may insert a bidline with *Award Line Reserve*. If PBS has not completed you a legal block by the time it reads that bidline, then it will proceed to the Start Reserve section of your bid.

NOTE: If you are completely unstacked with a legal block, PBS will not award you reserve unless *Award Line Reserve* is the first AWARD bidline in your bid OR PBS must deny a negative bidline (*Avoid* or *Prefer Off*) during unstacking that has *Else Reserve*.

29. Bidding FA/GP:

If you wish to have a pairing as an F/A only, (i.e. not as GP), you can either use *Avoid GP* before you list your choices or you have to request F/A with each *Award Pairing* request.

Eg: `Avoid Pairings if Position GP`

      OR

`Award Pairings if Pairing Number T5001, if Depart on Monday, if Position FA`

This will award pairings T5001 that depart on Mondays only as FA.

If the F/A or GP position is not requested with a bidline, PBS will automatically look for F/A positions to award first. Only if none are available will PBS then look at GP position.

NOTE: DO NOT bid "*Award Pairings if FA*" alone without options at the beginning of your bid thinking that the system will look at your subsequent choices to build you a block. If you bid "*Award pairings if FA*" alone without any other options in the same bidline, PBS will build you a block from any available FA pairings (domestic/international, etc.)

30. Landings In:

Landings In will award pairings that land in that station. It is not a guarantee that you can not layover in that station.

NOTE: You cannot avoid landings at your home base. Doing so will avoid all pairings available and force the PBS system to go into denial mode in order to remove that *Avoid Pairings* bid preference and attempt to build you a legal block.

31. Forget and Redo:

A *Forget* bidline can stand alone and be used as often as you wish to instruct PBS to forget *Avoid* or *Prefer Off* bidlines. Use the *Forget* instruction to allow PBS more flexibility in creating you a block. *Redo* however MUST be used following a *Forget*. When *Redo* is used alone it has no meaning except to tell the system to keep repeating itself and no additional pairings can be awarded.

32. Transferring to a new base:

Your bids are good for your base however if you transfer your bids are deleted and you will need to submit new bids for your new base. Also keep in mind that legalities (crew rest, etc.) also may apply to any overlap pairings if there is a time change from your old to new base.

33. Duty Legs:

A duty period is the same as a duty day. Therefore, Duty Legs would be the number of legs operated in a given duty period or any duty period in a single or multiple-day pairing.

NOTE: Deadhead legs are not considered in the total number of duty legs. The Duty Legs condition only applies to legs that you operate and does not include deadhead legs. A bidline which includes *Duty Legs = 2* can result in a 3 or more legs per duty period if one or more deadhead legs are included. You can also set or restrict the number of deadhead legs using the Deadhead Legs preference in either *Award* or *Avoid Pairings*.

Also, a duty period may overlap 2 calendar days (for example all nighters).

Eg: `Award Pairings If Layover YYC If Duty Legs = 2 If Deadhead Legs = 0`

This bidline would <u>only</u> award pairings if EACH duty period consists of 2 duty legs and no deadhead legs.

34. Limit (Award Pairings only):

Using this option will limit the number of pairings awarded from the bid line it is attached to. This option is not a limit set for the entire block or destination, etc.

```
Eg:  1. Award Pairings If Layover LHR If position GP Limit 2
     2. Award Pairings If Layover LHR Limit 2
     3. Award Pairings If Pairing Number between M5000 and M5999 Limit 2
```

This specific bid could award you up to six pairings (total credit permitting) with an LHR layover. The system treats each line individually. Therefore, the limit only applies to the line it is attached to.

35. Minimum Credit:

The *Minimum Credit* condition is not a guarantee that you will be awarded a block with fewer hours than someone junior to you. *Minimum Credit* instructs PBS to stop awarding you pairings once you pass the minimum credit threshold for that block month. As always, PBS will follow your bidsheet.

Here is an example for a block month with a minimum credit threshold of 71 hours and *Minimum Credit* is requested:

Eg: If after your bidline 6, you have a running total credit of 68:30 and bidline 7 is "*Award Pairings IF Layover in YVR*", which has a credit of 11:00, your block is now complete at 79:30.

If your bidline 7 was "*Award Pairings If Pairing credit = 4:00*", your block would be complete at 72:30.

PBS must follow your bidlines and will NOT search the remainder of your bidsheet for a low credit pairing to keep you closer to minimum credit. Therefore, on your reasons Report, "*Set Condition Minimum Credit*" could say "Honored" even at 79:30.

36. Maximum Credit:

The *Maximum Credit* condition is not a guarantee that you will be awarded a block with more hours than someone junior to you. *Maximum Credit* instructs PBS to build you a block within 4 hours of the maximum credit for that block month. As always, PBS follows your bidsheet and if at the end of your bidlines you are still not within this window, PBS WILL go into *Award Pairings*. If it still can't reach this window, it will then go into "DENIAL MODE". At this time your "negative" lines (*Avoid* and/or *Prefer Off*) will be removed one at a time, from the bottom up, until your block can be built within this window. If, after removing all your negative lines, PBS still can't get you into the window, it will deny the "*Maximum Credit*" preference and reprocess the remaining bids using the normal award process.

37. <, >, = Qualifiers:

Please use caution when using qualifiers like Greater than (>), Less than (<), After (>) or Before (<) in a bid preference as they do <u>not</u> include the value set with it.

Eg: `Avoid Pairings If Pairing Length > 2 days`

You would like to avoid pairings that have a three day duration or more.

Eg: `Avoid Pairings If Pairing Length < 2 days`

You would like to avoid pairings that have a one day duration.

If the two *Avoid* bidline examples above were in your bid, you could be awarded a 2-day pairing from an *Award* bidline after these avoids as these avoid bidlines eliminate any 1, 3, 4, 5… day pairings, but not 2-day pairings.

Eg: `Award Pairings If Pairing Check-In time > 12:00`

You would like to get pairings that check-in after but not including 12:00.

Eg: `Award Pairings If Pairing Check-In time < 12:00`

You would like to get pairings that check-in before but not including 12:00.
For the last two examples, if pairing C8002 checks-in at 12:00 it would not be awarded since it is not included in the bidline preference.

The Equals (=) qualifier means that the corresponding value in the pairing MUST be the same.

Eg: `Award Pairings If Pairing Check-In time = 12:00`

You would like to get pairings that check-in at EXACLY 12:00.

NOTE: After you have clicked on your selection of qualifier from the drop down menu, it will be highlighted in blue. Be careful as scrolling up or down with the mouse wheel will change that selection if it is still highlighted in blue. To avoid this, make sure you click once outside the drop down menu box so that your qualifier selection is no longer highlighted in blue before your scroll up or down with the mouse wheel.

38. Buddy Bid:

Both buddies must indicate the other's employee number on their bidsheet even though only the junior buddy's bid is used. If one buddy omits to indicate the other buddy on their bidsheet, PBS will ignore the buddy request and award each according to their own bidsheet.