

Crew Dispatcher SOP

1. EXTRA BUMP RULES

- a) When an extra engineer holds an extra bump on the “Friday” of the job you must assume the relief days including holidays and mark up at midnight.
- b) Crew caller fails to notify you were bumped you show up for assignment, you are paid the earnings and go to bottom of list.
- c) Extra bump cannot be made more than 24 hours before sign up time.
- d) **If cut from extra list:** Removed from temporary vacancy given 12hr pick.
- e) **Assignment change:** Extra man not required to remain on temporary vacancy
- f) **Call not used:** Choice of: Take 8 hrs. rest and go to bottom of list or remain first out on extra list. If held on duty or placed on respite, or recalled off list in less than 8 hrs., HOS starts at first call time. (Call LC for timecard instructions). Called not used is considered a start for HOS.
- g) Assignments good for an extra bump after 5 days including rest days and holidays. (Thursday if off Sat and Sun)

2. MARK OFFS

- a) Sick day 12 to 24 hours.
- b) Personal/Vacation day: 24 hours for extra man, Calendar day for regular man.
- c) Personal/Vacation ends at midnight for extra men
- d) Optional day 12 to 24 hours.
- e) Union business any time.
- f) Family leaves anytime.
- g) Company business anytime.

3. CALL TIMES

- a) Calls are as close to 3 hrs. (4 hrs. for AC) as possible. (Up to 15 min. before until 15 min after call time)
- b) Calls made during spring equinox (clocks move forward 1 hr.) will be call 1 hr. earlier
For example: a 1:15am call for a 4:15am sign up will be called at 12:15am.

4. GUARANTEE PAY

- a) 40 hours plus 5 days of cert. money
- b) You are awarded a job in the bulletin for Sunday you do not forfeit your guarantee for that week.
- c) Exercising seniority (extra bump) forfeits guarantee, **unless** these 4 conditions are met:
 1. The Engineer immediately marks up when notified, if displaced from extra bump.
 2. Are available for call the remainder of work week.
 3. Does not take an optional as per Rule 18(m) in the work week.
 4. Fulfills all other conditions of Rule 18(a).

5. STATUTORY REST 24hr./2 Calendar Days.

- a) Employee is considered available
- b) Retains position on list
- c) Protects Holiday
- d) Protects Guarantee
- e) Statutory rest does not release employee from extra bump (rest days must be observed)
- f) Optional can be taken no sooner than 12hr before expiration of rest
- g) Cannot double out once statutory rest is mandated.
- h) Additional rest request (2hrs) still available as per rule 14(k)
- i) Can be called to work 3 hrs before end of rest.
- j) Can make an extra bump prior to being rested (as long as able to work assignment).

6. Displacement

- a) 48 hr. pick starts when notified.

7. Hours of Service

- a) Type I or Type II: When called daily, hours of assignments will designate Type I or II
- b) A Type I assignment scheduled to end prior to 8pm and runs over due to circumstances is still considered a Type I assignment
- c) Deadhead to assignment counts toward hours of service.

8. Assignment Changes

- a) You are awarded a job in the bulletin and a senior engineer picks onto it before the award is effective you remain in your previous position.(No Pick)
- b) Your assignment is advertised due to an assignment change on a date other than 12:01 am Sunday; you are in pick (48 hrs) on effective date of the change.
- c) Your assignment is changed:

BY BULLETIN – 24 hours starting at 12:01 am on Sunday

OTHER – 48 hours starting when notified or when change is effective

- d) If an incumbent engineer is displaced from an assignment, displacement rights begin when notified.
- e) Holiday change is made by division notice – pick (48 hours)

9. Extra Board

- a) Call order:
 - 1) Division regular lists
 - 2) Division supplemental list
 - 3) Next division regular lists
 - 4) Next division supplemental list
 - 5) Relief days, personal days, vacation days, etc

- b) Available 7+ consecutive days can request additional 2 hours rest (10 hours, or 12 hours if worked 12 hours and HOS require 10 hours rest).
- c) Order of mark up if more than one man marks up at same time – working man 1st (1st out/1st in), all others seniority order.
- d) Still entitled to optional day in a week where 24/48 hrs rest required
- e) Engineers on mandatory 24/48 hrs rest count as working for optional days count.
- f) Optional Day: the number of engineers allowed off per day is calculated in accordance with BLET letter dated 10/14/02

10. Displacement Rights Expire

- a) Will be allowed to pick a vacancy.