

CREW DISPATCHER SOP - 2024

1. EXTRA BUMP (TEMPORARY VACANCY) 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.
 - i. The engineer holding the extra bump remains on the assignment until displaced.
- b. Crew caller fails to notify an engineer they were displaced and they show up for the assignment, engineer is paid the earnings and goes to the bottom of list.
- c. Extra bumps cannot be made more than 24 hours or less than 5 hours before sign-up time.
- d. **If cut from extra list:** Removed from temporary vacancy and given a 12-hour pick.
- e. **Assignment change:** Extra man not required to remain on temporary vacancy.
- f. **Call not used (Considered a start for HOS):** Engineers will get earnings of the assignment if called for a regular assignment. Engineers will get a basic day if called for an extra assignment. Engineers will be entitled to deadhead and mileage, if applicable. The engineer will go to the bottom of the list and need 8 hours rest at the time they arrive back home. If the crew caller attempts to notify the engineer the call is cancelled within 30 minutes of call time, engineers will receive a 4-hour call not used payment and remain first out on the list. (Call Local Chairman for timecard instructions).
- g. Assignments are good for an extra bump after 5 days including rest days and holidays (Thursday if off Sat and Sun). Status change by the incumbent engineer or a change in the incumbent engineer (original engineer is displaced by another engineer who is also not working the assignment) does not restart the 5-day count.

2. MARK OFFS

- a. Sick Day: 12 to 24 hours.
- b. Personal/Vacation Day: 24 hours for extra engineer, Calendar Day for engineer on a regular assignment.
 - i. Personal/Vacation ends at midnight for extra engineer unless the engineer worked into the day in which they received the personal/vacation day. In this case, they will receive 24 hours from their off-duty time.
- c. Personal Business/Occurrence: 24 hours
- d. Optional Day: 12 to 24 hours.
- e. Family Leave: Any time after 12 hours.
- f. Union Business: Anytime.
- g. Company Business: Anytime.
- h. Dropped engineer cannot be called for 24 hours without approval of the Manager of Crew Assignments or higher.

CREW DISPATCHER SOP - 2024

3. CALL TIMES

- a. Calls are as close to 4 hours as possible. (Up to 15 minutes before until 15 minutes after call time)
 - i. An engineer will have 10 minutes from the initial call to call back before being dropped.
 - ii. The crew caller will make 3 attempts at least 3 minutes apart before dropping an engineer.
- b. Calls made during spring equinox (clocks move forward 1-hour) will be called 1-hour earlier.
 - i. For example: 1:15 AM call for a 4:15 AM sign-up will be called at 12:15 AM.
- c. Calls may not be made to “standby” for an assignment that may or may not be filled.

4. STATUTORY REST (24 HOURS / 2 CALENDAR DAYS)

- a. Engineer is considered available.
- b. Retains their position on list.
- c. Statutory rest does not release an engineer from extra bump (rest days must be observed).
- d. Optional can be taken no sooner than 12 hours before expiration of rest.
- e. Cannot double out once statutory rest is mandated.
- f. Additional rest request (2 hours) still available as per rule 14(k).
- g. Can be called to work 4 hours before end of rest.
- h. Can make an extra bump prior to being rested (if able to work assignment).

5. DISPLACEMENT

- a. 48-hour pick starts after verbal notification (not voicemail).

6. 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 8:00 PM and runs over (finishes after 8:00 PM) is considered a Type II assignment.
- c. Deadhead to an assignment counts toward hours of service.

7. ASSIGNMENT CHANGES

- a. You are awarded a job in the bulletin and a senior engineer picks onto the job 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 hours) on effective date of the change.
- c. Your assignment is changed:
 - i. Bulletin: 24 hours starting at 12:01 AM on Sunday.
 - ii. 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: Engineer is entitled to a pick (48-hours)

CREW DISPATCHER SOP - 2024

8. EXTRA BOARD

- a. Call order:
 - i. Division regular lists.
 - ii. Division supplemental list.
 - iii. Next division regular lists.
 - iv. Next division supplemental list.
 - v. Relief days, personal days, vacation days, etc.
 - vi. Engineer in drop status.
- b. If available for 7 or more consecutive days, an engineer can request an additional 2 hours rest.
 - i. This can be requested each time until the engineer makes themselves unavailable.
- c. Order of mark up if more than one engineer marks up at same time.
 - i. Working engineer 1st (1st out / 1st in).
 - ii. All others by seniority order.
- d. Still entitled to an optional day in a week where statutory rest (24 hours / 2 calendar days) required.
- e. Engineers statutory rest (24 hours / 2 calendar days) 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.

9. DISPLACEMENT RIGHTS EXPIRE

- a. Engineers will be allowed to pick a vacancy.

10. DISPLACED DURING A HOLIDAY

- a. To protect the bonus day (holiday) an engineer must call the crew caller each morning to make themselves available for work while in pick position.
 - i. The crew caller will make a note in SCAT and the engineer must submit a timecard for the bonus day(s).