

VERIFICATIONS SOP - 2024

Extra Board Guarantee (Week is Monday – Sunday)

- Paid 40-hrs + 5 Days Certification Pay + 5 Days Safety/Seal Pay
- Mark-Offs (How they count towards guarantee)
 - Sick Day
 - If engineer would have worked, deduct earnings of assignment they would have worked.
 - If engineer would not have worked, deduct basic day's pay.
 - Personal Business (Unpaid Personal)
 - If engineer would have worked, deduct earnings of assignment they would have worked.
 - If engineer would not have worked, deduct basic day's pay.
 - Vacation Day
 - Deduct vacation day pay, 8-hours at vacation rate.
 - Personal Leave (Paid Personal)
 - Deduct personal day pay, 8-hours at current rate.
 - FMLA (Unpaid)
 - If engineer would have worked, deduct earnings of assignment they would have worked.
 - If engineer would not have worked, deduct basic day's pay.
 - FMLA (Paid) *Subject to further discussion with FMLA department.
 - If engineer would have worked, deduct earnings of assignment they would have worked.
 - If engineer would not have worked, deduction based on type of day (sick, vacation, or personal day) paid.
 - Missed Call (Drop)
 - Deduct earnings of assignment missed.
- Temporary Vacancies (TV) aka Hold-Down
 - Engineer takes a TV and gets bumped before working assignment.
 - Guarantee protected if:
 - Mark up immediately after verbal notification (not voicemail) they are displaced from TV.
 - Does not take another TV that week.
 - Optional is NOT allowed.
 - Engineer takes a TV, works at least one day, and gets bumped.
 - Guarantee protected if:
 - Did not assume relief days that week.
 - Mark up immediately after verbal notification (not voicemail) they are displaced from TV.
 - Does not take another TV that week.
 - Optional is NOT allowed.
- Optional Day *Subject to further discussion.
 - Optional taken before a TV will void guarantee if displaced from TV.
 - Optional Day taken after 8:00 PM on Sunday will count towards the following week.

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Miscellaneous

- Bonus Day (Holiday)
 - An Engineer on the extra list who is available for service the day before and the day after protects the Bonus Day.
 - An Engineer in pick position who makes themselves available, in accordance with the Crewcaller SOP, the day before and the day after protects the Bonus Day
 - A compensated service day will bridge a Bonus Day

- Jury Duty
 - Paid full earnings of assignment missed if you reported for Jury Duty.
 - This includes assignment from the previous day if unable to work previous day due to rest requirements.
 - This includes any arbitrary (qualifier, student instructing, etc.) that would have been paid if engineer worked assignment.
 - Must get document from court proving you reported.
 - An Engineer must attach proof showing they were required to attend jury duty or call-in the night before.
 - In the case where an engineer is required to call-in the night before and will not know if they are required to attend the following morning more than 5-hours before sign-up time, they will be paid earnings of assignment for that night if assignment would not allow them to meet rest requirements.
 - Example: If an engineer is ordered to call-in at 5:00 PM to see if they must show up for jury duty the following day at 8:00 AM and their assignment is off duty after 12:00 AM, they will be paid earnings of their assignment for the previous day regardless of them having to attend jury duty due to the fact they would not meet rest requirements if they worked.
 - Must provide documentation as proof.
 - **Please contact your Local Chairman for direction on how to handle this situation and accepted documentation.**

- Bereavement (Covered loss)
 - Paid 8-hours per day for three consecutive days commencing with the day of death, ending the day of the service, or ending the day following the service.
 - Engineer must attach proof of relationship in form of an obituary, a letter from the funeral home/director, or a death certificate.
 - The document provided needs to show your relationship.
 - Paid bereavement will extend the bridge for a Bonus Day the same as a Vacation or Personal Day.
 - Unpaid bereavement does not and will lose the Bonus Day.

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- Special Duty or Company Business
 - Paid full earnings of assignment or 8-hours on a relief day.
 - This includes assignment from the previous day if unable to work previous day due to rest requirements.
 - Use code 013 in this situation “Please allow earnings of assignment not rested due to company business.”
 - This includes any arbitrary (qualifier, student instructing, etc.) that would have been paid if engineer worked assignment.
 - Exceptions:
 - Vacation Conference
 - Paid full earnings of assignment missed or 10.5-hours, whichever is greater.
 - Paid deadhead if travelling to or from Atlantic City.
 - C3RS Conference
 - Paid full earnings of assignment missed or 10-hours, whichever is greater.
 - Paid deadhead if travelling to or from Atlantic City.
 - Safety Meeting
 - Paid full earnings of assignment missed or 8-hours, whichever is greater.
 - Paid deadhead if travelling to or from Atlantic City.
- Military Leave *Subject to further discussion.
- Union Business (Not an uncompensated day)
 - Union Business is not considered an uncompensated day.
 - The BLET GCA Officers and their designees who mark off Union Business will:
 - Have their ZO42 protected.
 - Extend the bridge for a Holiday.