

Brotherhood of Locomotive Engineers and Trainmen

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ENCLOSED IS A QUICK REFERENCE GUIDE FOR ARTICLE 11 OF THE NEW ON-
PROPERTY AGREEMENT THAT WAS PUT TOGETHER BY THE LOCAL COMMITTEES
OF LOCAL DIVISIONS 98 AND 621

**NOTE: THIS MAY NOT COVER EVERY SCENARIO THAT ARISES BUT IS MEANT AS
A HELPFUL GUIDE**

ARTICLE 11 QUICK REFERENCE FOR ENGINEERS

VACATIONS:

1. Engineers vacations of 7 days or more will be filled by the Engineers bid sheet. If you take all 7 days of your float vacation days consecutively, the bid for your job will not be run account float vacation days are considered unscheduled vacations and when returning back from float vacation days, you are not entitled to a vacation bump unless the float vacation days run consecutive to a scheduled 7 day assigned vacation. (Also see # 16)
2. When going on vacation, (regular or single day) you will be taken off the board that you are working at 0001 hours minus the lead time (call time). You will show off the board with a lay off code "PRE" from 0001 hours (minus your lead time) until 0900 hours (minus your lead time) where your lay off code will show "VAC."
3. If you start a float vacation day after 0900 hours, your vacation will end at 0900 (minus your lead time) hours the next day (Example: You start your 1 day float vacation day on Tuesday at 1600 hours, it will end on Wednesday at 0900 hours, minus your lead time.)
4. Vacations can be slid 72 hours ahead. The slide can also be less than 72 hours if you are within 72 hours of the start of your scheduled vacation (Example: You tie up on a Saturday afternoon and stand to get out on Sunday afternoon, you can slide off your vacation to start Saturday). You can not use the VRU to access the "SLIDE MY VACATION EARLIER 72 HOURS," it has to be done on the computer. (Note: In the example your vacation would begin immediately upon activating the slide option and end 7 days later at the exact same time it began, it would not end at the normal 0900 time.) (Note: You **MUST** hit PF5/commit twice when activating this option, the second PF5 will be in a popup window.)
5. Vacations **can not** be slid into the next calendar year, your vacations have to be used in the calendar year that you earned it.
6. If you work into your vacation, call the Admin group before your vacation starts and have them move your vacation to start when you tie up and request that your vacation time be extended the hours you worked into it.
7. If you mark the box "MOVE MY VACATION TO COINCIDE WITH MY REST CYCLE", your vacation will be moved to your nearest rest cycle, the easiest way to figure which way your vacation will slide, is to count from your last rest cycle ahead until the day your vacation starts (Monday), if your vacation starts on day four or less of your work cycle, your vacation would begin earlier, if your vacation starts more than 4 days into the rest cycle, your vacation will begin later, (Example: Your rest cycle is the 10th, 11th, & 12th and your vacation starts the 15th, you would count from the 12th to the 15th which is 3 days, so your vacation would move to start following the rest cycle that ends the 12th. In the same example, if your vacation started the 17th, which is 5 days after your rest cycle, your rest cycle would start after the rest cycle that begins on the 20th and ends on the 22nd, so your vacation starts on the 23rd.

8. Engineers that are working a regular assignment that is not a pool (Switch engines, Locals, Road switchers, & Work trains) will **not** be able to return to their regular assignment automatically, they will have to use a vacation bump to get back to that assignment if they have the seniority to hold it, or if they want to go to a pool turn, they will have to take the youngest man in a pool. The computer will let you mark "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER" but will not act on it.
9. If you are on a job that has a start time before 0900 hours (minus the lead time), if you want to work the job on the day that you come off vacation, you are allowed to mark up early under the on-property agreement, this can be found in the second paragraph on page 11. This works for scheduled vacations and bank vacation days. With this option, if you are on a regular job with a 0800 hours start time, you can take a bank vacation day and mark up early to catch your job or you can wait until you are automatically placed on the board at 0900 hours (minus the lead time) to have an extra day off, but remember you only get paid for one day even if you miss the assignment and only took one bank vacation day.
10. When you are on a vacation bump, within that 24 hour bump time, if you have not marked "RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER", you are still able to mark it to return to your rest cycle. You will displace the youngest person in the pool and rest cycles will be readjusted.
11. When you are on a vacation bump, within that 24 hour bump time, if you have not marked "RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER" and/or "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER" you are still able to mark it to return to your rest cycle and to your previous assignment.
12. If you are on a pool turn and you mark "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER" and then your turn gets cut out of the pool, you will displace the youngest person in the pool, and the rest cycle will be adjusted. (See #19 also.)
13. To find out who is going on vacation in "TSS", start with the main screen, use Option #4, VACATION PROCESSING MENU, then you can go to either Option #1, VACATION BULLETINS or Option #4, VACATION CALENDAR. If you use Option #1, all you have to do to tab down to the vacation month to see who is on vacation, but this does not tell you what assignment the person going on vacation is on. If you use Option #4, it tells you what the allocations are, tab down to the vacation week and push PF6 and the people that are going on vacation show up and this does tell what job that the person is assigned to. On either option, you need put your vacation roster in the appropriate spot. (Rosters are CLLE-Lincoln, CLOE-Omaha, and CLWE-Wymore)
14. When you use the above options, this will also show if a person moves their vacation, but not until the last possible moment, this way, if a persons assignment or rest cycle changes, the person has the opportunity to use this option. When the persons name turns the off red color that means the vacation was slid.

15. Unlike a regular displacement bump, if you are on a vacation bump and a position becomes open that you have on your engineer bid sheet, you will not be assigned to that open turn but if you have a regular displacement bump, you would be assigned the open turn. (See #25 also.)
16. If you take pre-approved lay offs (Bank Vacation Day, PLD day, LOP's, or LCB's) after your scheduled vacation, you will not be placed on the bump board until the expiration of those pre-approved days (Article 11 Q&A, Page 8, Question 14).
17. The screen for "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER" and "RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER" is for pools only.
18. By marking "MOVE MY VACATION TO COINCIDE WITH MY REST CYCLE/REST DAY" does not require an engineer to take rest cycle.
19. If the turn you were on gets cut out of the pool while you are on vacation and you have marked "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER", when you come back to the pool, you will displace the youngest person in the pool and your turn will be sorted to the previous position that you held prior to going on vacation. You will not lose your position in the pool. The same applies if you mark "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER" and "RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER", you would displace the youngest engineer in the pool and the computer will sort your turn and rest cycle so that you are in the same position and on the same rest cycle as you were prior to vacation. The turn number may change.
20. If an engineer takes vacation and marks "SLIDE MY VACATION TO COINCIDE WITH MY REST CYCLE/REST DAYS" and "RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER", and gets bumped or moved off turn while on rest cycle, if that engineer **does not** mark up while on rest cycle (break the chain between rest cycle and vacation), that engineer will be able to take the rest cycle before and after vacation. This also applies if you are the youngest in the engineers quota.
21. If an engineer takes vacation and marks "SLIDE MY VACATION TO COINCIDE WITH MY REST CYCLE/REST DAYS" and "RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER" and gets bumped or moved off turn and **does** take notification while on rest cycle, then that engineer will be allowed to take the vacation slide but will not be entitled to the rest cycle after.

REGULAR BUMPS:

22. Bumps are 24 hours after displaced.
23. If you do not use your bump in 24 hours, you will be force assigned to the position that the youngest engineer at that location holds.

24. If you are the youngest in the engineers quota and you do not use your bump within 24 hours, because you can not hold the engineers quota, it will convert to a trainmen bump and you will get the remaining 24 hours to place yourself, this is not built into the system, so you will have to call the Admin to make the move.
25. If an engineer is on a regular bump (not a vacation bump), and has jobs listed on his engineer bid sheet that open up while on a bump, he will be placed to that job.

An example of this would be: 1. West pool; 2. East pool; 3. South pool; 4. North pool; If an engineer holding the West pool got bumped out of that pool, and was going to bump into the East pool after the turn left town, meanwhile, another move opened a position in the North pool; this engineer would draw the North pool. This is why it is so important to know what is on your bid sheet. You are not required to keep one on file but if you do, make sure it reflects what you want to do. In the above example, if the engineer that got bumped would have had a blank bid sheet or just the West pool on it, he could have placed anywhere his seniority would allow.

MISCELLANEOUS:

26. *The most important thing to remember is that you can not do any of the bumps while you are on duty, at the away from home terminal, on vacation, or laid off any other way. You must be marked up to execute a bump.*
27. There are still temporary vacancies. If there is an unknown vacancy of more than 7 days you will be able to temp to it on the 8th day.
28. If you are force assigned to a job at your home terminal, you **do not** get a timely bid to place your self even if you are coming from demoted status.
29. If you are force assigned to an outlying point, when you get to that location you will be allowed a timely bid. The programming is not in the computer yet so you may have to call Admin to make the move.
30. Only new jobs established (Switch engines, Locals, Road switchers, Work trains, etc.) will get bulletined. Pool turns get added and subtracted as they did prior to Article 11.
31. The order of selection when running bids is:
 1. Engineers going on vacation will be put on the vacation board.
 2. Board changes (cut or add).
 3. If the board calls for a cut, the turns that went vacant by the engineer going on vacation will be cut out of the pool first, if there is more than one engineer going on vacation in the pool and it calls to cut one turn, the highest turn number would be cut. *If your committee has chosen side letter 10 method 2 and* if you mark "RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS

OVER,” you will bump the youngest engineer in the pool and then the computer will sort your turn and put you back to the same position in the pool where you were prior to going on vacation. If you mark both “RETURN TO MY PREVIOUS ASSIGNMENT WHEN MY VACATION IS OVER” and “RETURN TO MY PREVIOUS REST CYCLE WHEN MY VACATION IS OVER”, you will still bump the youngest engineer in the pool, your turn will be sorted and the rest cycle adjusted so you will still be in the same position and with the same rest cycle that you had prior to vacation. *If your committee has chosen side letter 10 method 1, you can only choose to return to your previous rest cycle when your vacation is over. In this case, you will be placed to the junior person’s turn and TSS will sort the rest cycles to give you the rest cycle you came from.*

4. Run bids in seniority order starting with senior man to fill the remaining vacant turns (back fill the turns).
32. If you are force assigned to an outlying point and have a release letter in, when you get released from forced status, you will have to call Admin to get you put on the bump board from where you were forced account if you are put on the bump board where you were forced assigned, you could end up being forced assigned to a job at the same location that you were at when you were released (Example: Forced from Lincoln, NE. To Hastings, NE., an employee becomes available at Hastings and that in turns releases the forced man, that person needs to make sure that he is put on the Lincoln bump board to ensure that he does not draw a job that could open up in Hastings).
33. Vacation vacancies are not filled until the engineer that is going on vacation is placed to Vacation Board 3.
34. The system was still putting some people on and off vacations and rest cycle at 0530 hours. They did fix the problem but we were told that the system has to work it self out of doing it. Have been doing periodic checks and it seems to be working as intended now. If you find a problem like this, let Admin know so they will inform the Article 11 group of the problem.
35. **On any type of bump, if the 24 hour limit is exceeded, the computer will assign the engineer to the junior engineer’s position at that location.**
36. You still have the ability to trade turns as per local agreement (when you trade turns, this also includes assuming the rest cycle assigned to the turn you swapped to.)
37. When beginning any rest cycle day, bank vacation day or regular vacation, on duty times after 1201 and prior to 0900 do not have to be protected.