



Hi-Viz Attendance Program Frequently Asked Questions

EFFECTIVE 6/1/2022

NOTE: LOS is used throughout FAQ's, but the same handling applies for any unavailable event.

GENERAL

Who's impacted?

All BNSF scheduled TYE employees and yardmasters are impacted by this change to Hi-Viz.

How does the new system work?

Employees start with 30 points. Point accrual is capped at 30 and any employee who exhausts all their points is subject to discipline. Points are deducted for times an employee makes themselves unavailable, including both full and/or partial day absences. The number of points deducted depends on the day of the week, type of service (assigned/unassigned) and type of layoff event (EMC, LOS, LOP, SIF, etc.). Likewise, employees earn points through consistent and reliable attendance. A more detailed breakdown of the events that cause points to be deducted or added is included in the points schedule in the [System General Notice](#). More information is also available at [Hi-Viz Resources](#).

Why are we making this change?

Given the increasing demand for more consistent and reliable service, BNSF must improve crew availability to remain competitive in the industry, and the new Hi-Viz program helps us by incentivizing consistent and reliable attendance. Additionally, we've heard the complaints from employees about challenges with board lineups and that the current TYE attendance program, established 20 years ago, can be complicated. We also know the lack of visibility related to where an employee stands relative to attendance can be frustrating. Hi-Viz improves that experience and reduces unscheduled layoffs that disrupt board lineups.

How do I see my current point balance?

One of the best features of the Hi-Viz Guidelines is that you have real-time access to your point standing in Workforce Hub. You can see your current balance as well as any point deduction or point credit. Additionally, you're able to reference the point matrix and know exactly how much a layoff will "cost" prior to beginning that layoff.

Please note that Internet Explorer is being phased out and is not compatible with Hi-Viz. Employees are encouraged to use Chrome when viewing their Hi-Viz point balance.

HOW POINT DEDUCTIONS WORK

How do we define "assigned service" compared with unassigned service?

Assigned service is considered any assignment in any type of service that has access to rest. This includes but is not limited to:

- 5/2
- 6/1, 6/2, 6/3, 7/3, 14/1
- 4/2 & 6/3 Earned Rest
- PWS

- *PNW Triangle*

If I LOS at 9:00 AM and then mark up at 16:00 then LOS again at 21:01 on the same day; am I going to be charged for two LOS events for that day?

Yes, you are charged points (based on day of week and type of service) for both events.

If I am working in unassigned service and I work, inbound, and then LOS on the same day, do I still get charged for the LOS even though I worked that day?

Yes, a LOS results in a point deduction regardless of whether you worked within the same day.

If I lay off on a Thursday and mark back up late on a Friday will I be deducted points for both days?

Layoff are charged based on the day the layoff begins (in this case – Thursday). If the layoff exceeds 24 hours, then a new charge begins for the next 24-hour period and so on. So, if your layoff is less than 24 hours, you are only charged for a Thursday layoff. However, if the layoff is 40 hours, then you are charged for both Thursday and Friday.

I am in a 4/2 pool. Will I still get charged points for my rest days if I layoff following them?

No, the only charge is for the layoff itself.

How many points will I be charged if I change assignments mid-month?

The number of points deducted depends on the day of the week, type of service (assigned/unassigned) and type of layoff event (EMC, LOS, LOP, SIF, etc.) Bump board is considered unassigned service.

Why are the point values different for unassigned and assigned service?

Point values are based on the employee's access to rest days/times.

If I get sick at work and go home, will I be charged points and, if so, how many?

LOA (Layoff Active Board/Away Terminal or After Start of Shift) is considered an unavailable event and is charged according to the Hi-Viz Guidelines.

CONJUNCTION PENALTY

Is there a penalty point charge for layoffs connected to a VAC, PLD, UNB, FML, SRS, CLD, OFL, SCA or other unpaid leaves?

Yes, this is referred to as a Conjunction Penalty (CP).

A CP is applied to any unavailable event that 1) begins within 48 hours following a VAC or PLD event; 2) begins within 24 hours following an SRS event; or 3) begins or ends within 48 hours of CLD, OFL, UNB, FML, SCA or any other unpaid leave event. The CP is an additional 2 points for Unassigned Service and an additional 3 points for Assigned Service regardless of day of week. No Conjunction Penalty is assessed for unavailability during the 48 hours before a VAC or PLD event.

EMC/LOC/NOS are the exception; they will continue to be charged according to the Point Schedule.

Does a Conjunction Penalty apply to days taken in conjunction with assigned Rest Days?



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A conjunction penalty does not apply to layoffs next to assigned rest days or RSIA rest. However, it does apply to any layoffs within 24 hours following the end of Smart Rest.

If I LOP on both sides of a vacation day, do I get charged a Conjunction Penalty twice?

No, a conjunction penalty only applies to unavailable time following a Vacation or PLD.

Example: LOP on Monday, Vacation on Tuesday, LOP on Wednesday. In this example, you would be charged a total of 6 points if you are in unassigned service (2 points for each LOS, and an additional 2 CP for the Wednesday LOP because it follows the VAC day) and 17 points if you are working in assigned service (7 total points for each LOP and the +3 point CP for Wednesday).

If I LOS on Tuesday before a UNB starting on Friday, can I be charged a conjunction penalty?

Conjunction penalty applies to any unavailable event that begins or ends within 48 hours of a CLD, OFL, UNB, FML, SCA or other unpaid leave event, Therefore, if you are not marked up from your Tuesday LOS at least 48hrs before the start of your UNB on Friday then you would be charged a conjunction penalty unless you have an intervening work event.

Example: LOS on Tuesday at 0700, MRU Wednesday at 0659. UNB starts on Friday at 0001. In this example, because there is less than 48 hours between the Wednesday MRU and the Friday UNB you would be charged conjunction penalty for that LOS. The same would apply if the LOS occurred within 48hrs following the end of the UNB provided there is no work event separating the two.

If an employee has three LOP events following a PLD event, would the conjunction penalty be applied to all those days?

No, only the LOP event immediately following the PLD event.

If I Smart Rest, and then layoff, will I be charged the penalty point deduction?

Yes, any layoffs within 24hrs following the end of Smart Rest are charged the higher "penalty" point value.

GOOD ATTENDANCE CREDIT

How do I earn a Good Attendance Credit?

You can earn a Good Attendance Credit for any 14-day period you are marked up and available to work without an unavailable event and in which you're not otherwise absent from work.

Do I earn Good Attendance Credit if I am on a long term medical or furlough leave? What about if I am on suspension or HFS?

None of these statuses would allow you to earn Good Attendance Credit. You can only earn points back if you are marked up and available to work.

Does observing rest interrupt the 14-day good attendance credit?

No. Observing rest, whether it's assigned rest days, booked/earned rest, RSIA rest or Smart Rest, does not interrupt the Good Attendance Credit period.

When will I see my good attendance credit in Hi-Viz?

If you earned the Good Attendance Credit (GAC), it will be added to your points within 48 hours from the



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end of the GAC earning period. GAC is run once daily at 0015, and it will always be updating for those who earned 2 days before.

Example: 6/1 LOS ends on 6/2 at 1300, therefore the good attendance review period would end 14-days later on 6/16 at 1259. The Good Attendance Credit will be applied in Hi-Viz at 0015 on 6/18, with an effective date of 6/16.

What about the 16 calendar days thing? Do I still need to be marked up and available a certain amount of time each month to keep my points?

Regardless of the amount of time you are marked up and available, points for unavailable time are charged the same. However, by remaining available for 14 consecutive days you are eligible for a Good Attendance Credit.

Can you accumulate more than 30 points?

Points earned through Good Attendance Credits are capped at 30.

How does the consecutive 14-days work to earn the Good Attendance Credit?

Here are some examples: If an employee remains available between March 1 and March 14, they will receive a Good Attendance Credit on March 15. If they continue to remain available between March 15 through March 28, they would earn another credit on March 29.

Now, if an employee has an unavailable event on March 30, and then comes back to work on April 2, the 14-day period restarts on April 3. They would be eligible to earn a Good Attendance Credit on April 17 if they remained available for the consecutive 14 days.

Say an employee lays off sick on April 6, their 14-day period would restart on April 7. But then they take a vacation day on April 10, their new 14-day period restarts on April 11.

What if I have a death in my family or jury duty?

DIF and LOJ do not carry a point deduction, and these events do not interrupt the 14-day good attendance review period.

RECOGNITION POINTS

What are Recognition Points?

These are additional points which can be earned through various measures of productivity and work behaviors. Recognition points can be added to an employee's point balance and through this process only their point total may elevate to a cap of 37 points.

How do I earn Recognition Points?

There are 4 ways an employee can earn Recognition Points.

Top Performer Recognition Points

Seven points awarded to the top 10% of performers each month.

This will be measured by hours worked compared to your peers at the board/station level.

Vacation Recognition Point



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One point awarded for being available to work the entire 24-hour period before and the 24-hour period after a scheduled week of vacation.

HID Recognition Point

One point awarded for working a start that begins on a High Impact Day (HID).

Weekend Recognition Point

One point awarded for working a start between the 1200 Friday and 1200 Sunday. In order to earn this Recognition Point, you must remain available during this 48-hour period, in addition to working at least 1 start.

How will you determine who gets the Top Performer Recognition Points?

Top 10% Performers will be identified based on a monthly review of hours worked compared to your peers at the board and/or station level.

Does a PLD in front of a scheduled week of vacation disqualify me from the Vacation award point?

No. PLD, and likewise a float vacation day, will not prevent the Vacation Recognition Point if it is used in the 24 hours before or after a scheduled vacation week.

What if I begin work the day before the HID, and finish my trip on the HID? Do I still get the HID Recognition point?

No. The start must begin on the HID to qualify you for the HID Recognition Point.

If I work 2 starts in the 48-hour period between noon Friday and noon Sunday, do I get 2 Weekend Recognition Points?

You may only earn 1 point per 48-hour period, regardless of how many starts you make during that time period.

What if my Hi-Viz balance is 30, can I still earn Recognition Points?

Yes. Let's look at a couple of examples.

Example: *Your balance is 30. You earn a Weekend Recognition Point and your balance is now 31. If you were to then earn a Good Attendance Credit, your balance would remain at 31.*

Continuing this same scenario. Your current balance is 31. A Friday unavailable event (-4 points) takes your balance to 27. You earn a Good Attendance Credit and your balance is back to 30.

Continuing this same scenario. Your current balance is 30. You earn a Top Performer Recognition Credit which takes your balance to 37. You earn a HID Recognition Credit; your balance will remain at 37.

Example: *Your point balance is 28. You earn a Good Attendance Credit and your balance goes to 30. Then you earn Top Performer Recognition Points, now your balance is 37.*

Continuing this same scenario. Your balance is 37. You have an unavailable event on a Sunday (-3

points) and now your balance is 34. You earn another Good Attendance Credit and your balance remains at 34.

Continuing the same scenario. You earn a Weekend Recognition Point and your balance goes to 35.

When will I see Recognition Points that I've earned in Hi-Viz?

Vacation, Weekend, and HID Recognition points will be added to Hi-Viz in the next 7 days. The Top Performers Recognition Points will be added to Hi-Viz during the 2nd week of the following month.

Example: If the HID was on a Monday, the HID Recognition Points will be added by the following Monday.

When can I use my Recognition Points?

As soon as you see the Recognition Points on your Hi-Viz dashboard.

FML

Can I change a previous layoff to FML to avoid getting charged points?

If you show that your intention was to use FML, and for whatever reason you were unable, that day can be converted to FML after the fact. Please be sure to include comments with your layoff indicating you intended to use of FML and communicate the issue with your supervisor as soon as possible.

What if I apply for FMLA, use it provisionally, and then my application is ultimately denied; will those provisional FML layoffs be changed to LOP?

Yes. If your FMLA application is denied, then any FML layoffs used during the provisional approval period are converted to LOP and points are charged accordingly.

I'm waiting to get approved for FMLA, why am I being charged LOS for my layoffs? There is a seven-day "pending" period for prior to any points deduction. During this pending period, you should connect with Employee Services team to minimize any FMLA approval delay.

EMC/LOC/NOS/LP/HID

Are EMC/LOC/NOS events folded into Hi-Viz? Meaning there will be no separate investigations or separate discipline for these events?

Yes, because EMC/LOC/NOS unavailable events are handled within the Hi-Viz Guidelines there is no longer a need for separate investigations.

If I "No Show" will I be charged points under Hi-Viz or will that be handled separately? No Show is considered an unavailable event and is charged according to the Hi-Viz Guidelines Point Schedule.

Is it possible to be charged two HID points for the same day?

No. Employees can only be charged the higher HID points once per High Impact Day.

What if my layoff begins the day before the HID?

For unassigned service, High Impact Day (HID) point values apply if the unavailable event occurs on the day of the HID, or the unavailable event occurs prior to the HID and employee is not marked up by 0600

on the HID.

Example: HID is on a MONDAY. A layoff on Sunday at 16:00, with an MRU on Monday at 15:59 would be charged as a HID, since the MRU was after 0600 on the HID.

What if I work on a HID and then layoff later that same day?

For assigned service with set start times, High Impact Day (HID) point values apply if the employee misses their assigned shift on the HID. However, If the assigned service does not include specific start times, then HID applies if the unavailable event occurs on the day of the HID, or the unavailable event occurs prior to the HID and employee is not marked up by 0600 on the HID.

Example: HID is on a MONDAY, your shift begins at 07:00 on Monday. A layoff that begins on Monday at 16:00, after you have worked your shift, would not be charged as a HID, as that layoff did not cause you to miss your HID shift.

DISCIPLINE

What happens when I use all my points?

Each time you exhaust your points you are subject to discipline. Your points are immediately reset to 15, regardless of the outcome of discipline or the timing of the investigation notice.

Example: Your current balance is five. While in assigned service you LOS which has a point deduction of seven. You have now exhausted your points and you are subject to discipline. At the same time your point balance is immediately reset to 15.

Does the handling of attendance-related discipline change with Hi-Viz?

BNSF's current three steps of discipline remain for attendance violations (10-day suspension, 20-day suspension, dismissal). The first two times an employee exhausts all their points, they are subject to discipline. The third time an employee exhausts all points, they are subject to dismissal.

What's the review period for Hi-Viz violations?

The first Hi-Viz infraction is a 10-day suspension with a 12-month review period. The second Hi-Viz infraction is a 20-day suspension with a 24-month review period. If an employee remains Hi-Viz discipline free during their review period, then their Hi-Viz progression is reset.

What if I currently have active discipline for attendance?

Employees with active discipline for BNSF Attendance Guidelines on February 1, 2022 (the time of the cut-over to Hi-Viz) will be considered to have already received the equivalent discipline step.

Is discipline for Hi-Viz Guidelines handled separately from other PEPA violations with regard to progression?

Attendance continues to have its own progression. First Hi-Viz discipline event is a 10-day, second instance is a 20-day, third instance could be dismissal. Any attendance discipline is also included in the PEPA progression matrix.

Will I receive a warning if I layoff and that layoff will cause me to exceed my points? *There is no specific warning, however, your running point balance is always available within the WF HUB.*

Will I be able to get Alternative Handling or RRE if I violate?

No, RRE / Alt Handling are not offered for Hi-Viz violations including EMC/LOC.

BUMP BOARD/TAKING NOTIFICATION

How will bump notifications be treated in Hi-Viz?

Employees who were in unassigned service at the time of their last inbound event are still expected to accept notification within 10 hours of first attempt to notify. Failure to do so, results in an LXU – which is considered an unavailable event. Please refer to Hi-Viz Guidelines and TYE Time Off SGN.

Is time spent on the bump board considered “excluded” time as it was in the prior Attendance Guidelines?

Excluded time is not a factor of the Hi-Viz model and you can still use your contractually provided bump time. However, if you haven’t placed to a job within two hours of taking notification of your bump, you are ineligible for the Good Attendance Credit.

What’s the requirement to take notification if I’m in Assigned Service?

For purposes of taking notification, employees in assigned service but who do not have scheduled start times and pre-set rest days, are expected to take notification within 10 hours of the first attempt.

OTHER

Is DIF handled the same way?

DIF is not considered an unavailable event, and therefore there is no point deduction. However, DIF will be changed to LOP and reduce your points if documentation substantiating bereavement pay is not submitted to TYE Comp Systems.

What's my point total when I return from a long-term leave of absence or furlough?

Your point total remains unchanged during the time you are on leave/furlough.

Are points reset to 30 after a period of time? Do the 30 points apply to the whole year or is that on a 90-day rolling period?

Everyone will be given 30 points on 2/1/2022. After that, adjustments to the beginning balance come from layoffs and good attendance credits. There is no reset after a specific period of time.

How are military layoffs, like NGD, handled?

Military leave and NGD do not carry a point deduction. Any military or national guard leave that qualifies for BNSF’s make-whole pay program will not interrupt the 14-day good attendance review period. .

What if my assignment is wrong when I layoff?

Contact your supervisor right way. Your supervisor can work with Workforce Process team to make any necessary corrections and /or point adjustments.

Is it possible to reverse points for SIF/FEM if I provide a Doctor note?



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No. However, LOS that are ultimately deemed to be LAM/MED are updated.

Is there no more three-month rolling period?

That's correct. Point deductions occur following a seven day "pending" period. The Pending period is intended to be an opportunity for employees to address concerns / corrections related to point deductions with their supervisor.

Do fatigue mitigation pilots/pools/boards (i.e. 4/2 earned rest, 6/3) that are now assigned service prevent me from sliding my vacation/PL days?

No. You are still able to slide your vacation/PL days in these types of assigned service.