Hi-Viz Attendance Program
Frequently Asked Questions

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 exhausts all their points they are subject to discipline. Points are deducted for times an employee makes themselves unavailable, including both full and/or partial day absences. The amount 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 are able to 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 Hi-Viz Guidelines and TYE Time Off System General Notice.

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 they stand 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. These include, but are not limited to:

- *5/2*
- *6/1, 6/2, 6/3, 3/4, 4/3,14/1*
- *4/2 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.

Is there a penalty point charge for layoffs connected to a VAC, PLD, UNB, FML, SRS, or CLD?
Yes, any unavailable time that immediately (not separated by a work event) precedes or follows a VAC, PLD, UNB, SRS, FML, CLD event will be charged an additional 2 points for Unassigned Service and an additional 3 points for Assigned Service regardless of day of week. This is referred to as a conjunction penalty.
EMC/LOC/NOS are the exception; they will continue to be charged according to Point Schedule.

If I LOS on both sides of a vacation day, do I get a penalty point deduction twice?
Yes, you lose points for the LOS prior to and the LOS after. And because the layoff is in conjunction with a vacation day, there is a penalty point deduction.

Example: LOS on Monday, Vacation on Tuesday, LOS on Wednesday. In this example, you would be charged a total of 8 points if you are in unassigned service (2 points for each LOS, and an addition 2 penalty points for each LOS) and 20 points if you are working in assigned service (10 total points for each LOS – the initial 7 plus the penalty points).

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 the for the layoff itself.

If I Smart Rest, and then layoff, will I be charged the penalty point deduction?
Yes, layoffs following Smart Rest are charged the higher "penalty" point value.

How many points will I be charged if I change assignments mid-month?
Points are driven by your assignment at the time of the layoff. Bump board is considered unassigned service, so if you layoff while on the bump board, your layoff is charged as an unassigned layoff.

Why are the point values different from 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 much?
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.

GOOD ATTENDANCE CREDIT

Is the only way to get more points to go a full 14 days without a layoff event?
Yes, you earn a Good Attendance Credit for any 14-day period you 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.

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?
No, points are capped at 30.

How does the consecutive 14-days work to earn the Good Attendance Credit?
Let's share 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.

FML

Does Union Business (UNB) and/or FML layoff restrict me from earning a Good Attendance Credit?
Yes, both UNB and FML preclude you from earning a Good Attendance Credit.

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 that 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 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 Low Performance folded into Hi-Viz handling as well?
No, Low Performance is a stand-alone process.

What about HID, will there continue to be separate handling for High Impact Days?
At this point, separate reviews will continue. Which means employees with excessive unavailability on HIDs are subject to separate handling.

Is it possible to be charged two HIDs for the same day in unassigned service?
No. Employees can only be charged the higher HID points once per High Impact Day

Is it possible to be charged two HIDs for the same day in assigned service?
No, in assigned service HID is charged when the layoff causes you to miss a shift that occurs on the HID.

Example: HID is on a MONDAY, your shift begins at 07:00 on Monday. A layoff on Sunday at 16:00, with an MRU on Monday at 15:59 would be charged as an HID, as the layoff resulted in you missing your HID shift.

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 an 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 review period is 24 months. If an employee remains Hi-Viz discipline-free for 24 months, then Hi-Viz progression is reset. Therefore, the next infraction is a 10-day suspension.

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

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.

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.

How are military layoffs, like NGD, handled?
Military leave and NGD do not carry a point deduction. However, in order to earn your Good Attendance Credit, you must provide supporting LES (Leave/Earnings Statement) or orders.

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

Is there no more three-month rolling period?
That's correct. Charges are applied following a seven day "pending" period. The Pending period is intended to be an opportunity for employees to address concerns / corrections with their charges.