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July 23, 2025

Mr. Jerome Johnson, General Chairman
SMART – TD, Local 60
8 Wilson Ave., Third Floor
Newark, NJ 07105

Re: Guarantee Extra Board Q & As: Rule 20 of the Collective Bargaining Agreement

Dear Mr. Johnson,

Provided below for your review and approval are 12 Questions and Answers pertaining to the administration of Rule 20 (Extra Board) in the parties Collective Bargaining Agreement. If you agree with the interpretations reached after our discussions, please sign in the space provided and return to my attention. Thank you in advance for your consideration and cooperation.

1. **Q.** If you make an application to a temporary vacancy (bump) and work the assignment, then are displaced, will you lose the guarantee for the week?
 - A.** No, if you return to the extra board immediately upon completion of the assignment or within two (2) hours of your off – duty time, the earnings of the assignment will be deducted from the guarantee total.

2. **Q.** If you make an application to a temporary vacancy (bump) and are displaced before you work the assignment, will you lose the guarantee for the week?
 - A.** No, you must mark up on the extra list within five (5) hours of the displacement. The earnings of the assignment you would have worked within the next 24 hours on your previous extra list position will be deducted from your guarantee. In the event no assignment would have been worked within this 24-hour period, eight (8) hours straight time will be deducted from your guarantee.

3. **Q.** If you are force assigned to an assignment and displaced, will you lose the guarantee?
 - A.** No, but the following conditions must be met:
 - i. You must mark up on the extra list within five (5) hours of the displacement.
 - ii. You must make yourself available for call on the extra list for the remainder of the workweek.
 - iii. Does not take an optional day for the remainder of the workweek.

iv. Otherwise fulfills all conditions within Rule 20.

4. **Q.** Will taking an optional day affect the guarantee?
 - A. No, as long as you are available to work six (6) days between Monday to Sunday.

5. **Q.** Are you entitled to an optional day if you make an application to a temporary vacancy?
 - A. Yes, as long as you do not assume either relief day(s) of the bump. If you assume either relief day(s) of the bump, then the answer is “no”.

6. **Q.** If you mark off sick, will you lose the guarantee?
 - A. No, however, the earnings of the assignment you would have worked in your extra list position within the 24-hour period following your sick mark off will be deducted from your guarantee. In the event no assignment would have been worked within this 24-hour period, eight (8) hours at the straight time rate will be deducted from your guarantee.

7. **Q.** Does holiday pay count towards the guarantee?
 - A. Yes.

8. **Q.** If I let my pick expire and are assigned to an extra board as prescribed in Rule 16, will I be eligible to collect the guarantee?
 - A. No.

9. **Q.** If you miss a call for an assignment your extra board does not protect, will you lose the guarantee?
 - A. Per Rule 20 “An employee at the next regular extra list who misses a call in such a situation shall retain his standing on the extra list and shall not be charged any hours against his guarantee. However, an employee at the next regular extra board shall not refuse to accept such an assignment.”

10. **Q.** If you drop, are you eligible for the weekly guarantee?

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A. Yes, however, the assignment called for will be deducted from the guarantee total and you must be available for the remainder of the week.

11. Q. What is the minimum amount of time you need to be available during the workweek (Monday to Sunday) to qualify for a guarantee payment?

A. Six (6) days.

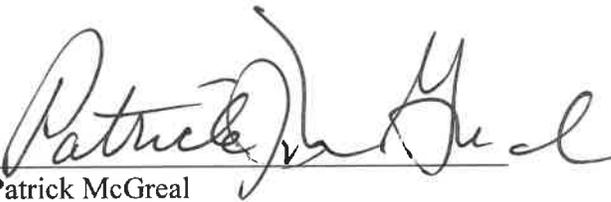
12. Q. If you make application to a temporary vacancy (bump) and are resumed to the extra board at your original position (due to Crew Caller error or illegal bump) do you lose your guarantee?

A. No, as long as you do not change your position on the extra list and you are available for the six (6) days.

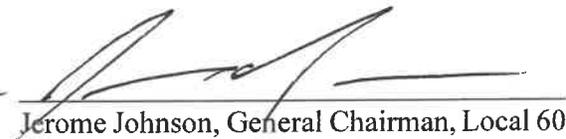
Attachment-CBA Extra Board Q&A-Rule 20

Very truly yours,

I Concur:



Patrick McGreal
DGM – Labor Relations and Administration



Jerome Johnson, General Chairman, Local 60

Cc: J.A. Sincaglia

K. Beejack
A. Untermeyer
D. Petersman
J. Alexander
K. Williams
J. Carson
R. Grice
E. Navarino
J. Schmidt
M. Awuah
S. Spratt

Supplemental Extra List for which the person is called.

Question 99 Is a Trainperson, during their probationary period, who is required to travel to outlying points from his/her home terminal entitled to deadhead compensation and gas miles?

Answer Yes.

¹⁷RULE 20 - EXTRA BOARD

a. An employee who is assigned to an extra board who is available for service during an entire weekly period and who does not layoff or miss a call will be guaranteed a money equivalent of forty (40) straight-time hours each weekly period. NJT Rail shall determine the location of and the number of employees assigned to an extra board, but shall consult with the Local Chairmen at their request.

1. Employees subject to Rule 16(i) and (j) will be covered under the guarantee as follows:

Employees force assigned will be entitled to their guarantee for the previous week if the loss of the guarantee would have been caused by the force assignment.

Employees force assigned and then displaced from the force assignment will protect their guarantee for the present week if they immediately (within 5 hours) pick an Extra Board, mark up and make themselves available to work.

b. Employees on extra lists shall be called first in first out as registered on the extra board and shall be called as nearly as possible four hours before they are required to report for duty. Where local conditions warrant, the Local Chairman or Local Chairmen and the designated NJT Rail official may agree to a different calling time. Extra Trainmen and Conductors who are first out, available and qualified for the assignment shall be called in turn for service. All extra employees, upon the completion of their tour of duty, must immediately notify the crew dispatcher of their off duty time.

c. Extra employees who do not have sufficient time under the Hours of Service Law to be called for service shall retain their standing on the extra list until they are called for service after their rest.

¹⁷ Modified by Memorandums of Understanding, dated October 21, 1988, July 29, 1998, and August 22, 2007, and by Letter # 4, dated June 19, 1985. Defined by Letter # 22, dated October 24, 1996.

d. Extra employees who miss a call shall be held off the extra list for 16 hours. At the expiration of the 16 hour period, they shall be marked up on the bottom of the extra list.

e. When an extra list is exhausted, the nearest regular extra list shall be consulted and selection shall be on the same basis as set out in this Rule. An employee at the next regular extra list who misses a call in such a situation shall retain his standing on the extra list and shall not be charged any hours against his guarantee. However, an employee at the next regular extra list shall not refuse to accept such an assignment.

f. Regular assigned employees who desire to be called for service on their rest days must make written application with the crew dispatcher to be marked up on a supplemental extra list and must remain on such list for a minimum period of ninety (90) days.

g. When a supplemental extra list is first established, employees who make written application shall be marked up on the list on the basis of their seniority. Thereafter, employees who make written application for a supplemental extra list shall be marked up on the bottom of such list. Marking up on a supplemental extra list is not an exercise of seniority except for standing as set forth in this Paragraph.

h. Employees shall be called first in, first out from the supplemental extra list when no extra employees are available on any established regular extra list. An employee called in accordance with this paragraph must fulfill the assignment for which he is called. If, in the application of this paragraph, a regularly assigned employee does not have sufficient time to work his regular assignment, there shall be no claim for time lost from his regular assignment. The provisions of Paragraph (d) of this Rule shall be applicable to employees called from the supplemental extra list.

i. Employees assigned to an extra board who are not called in turn will be paid four (4) hours and will retain their place on the extra board.

j. Employees assigned to an extra board who are sent to outlying points will not be required to remain there longer than seven (7) days at a time. Deadhead pay will be allowed only the first employee for the going trip and to the last employee for returning trip for each seven (7) day period of the vacancy. Employees who elect to use their own automobile to travel to outlying points will be reimbursed for daily travel at the mileage rate established from time to time by the Internal Revenue Service for actual miles traveled, but in no event shall miles traveled exceed the miles between the outlying point and the employee's designated on and off duty point.

k. Assignments known to be vacant for more than five (5) days may be taken and filled on the first day or thereafter by the senior employee making application in writing. Such employee shall not be eligible for deadhead payment or any other reimbursement for travel for such assignment.

l. Crew boards will be maintained in the same location and the same manner as maintained effective December 31, 1982.

m. All Conductors and Trainpersons who are entitled to exercise their seniority by displacement must make their displacement at least four (4) hours in advance of the reporting time of the assignment on which they elect to displace. The four (4) hour limit does not apply if the Conductor or Trainperson exercises his/her seniority to an Extra List.

n. Rest days: Fourteen point three (14.3) percent of the employees actually working on an extra list (with a minimum of one) will be permitted to mark off for one day on any given day in a workweek. An employee actually working on the extra list will only be allowed to exercise this right to mark off once during the workweek (Monday - Sunday). This rule will become effective March 1, 1989 or earlier if practicable.

NOTE: The following clarifies and interprets Rule 20

Question 14 Does holiday pay affect an employee's weekly guarantee?

Answer Yes. Payments made for holidays are applied towards an employee's weekly guarantee.

Question 23A Under Rule 20, paragraph (e) how is the nearest extra list be determined?

<i>From the New York Extra List</i>	<i>From the Trenton Extra List</i>
<i>1. Trenton</i>	<i>1. New York</i>
<i>2. Long Branch</i>	<i>2. Long Branch</i>
<i>3. Atlantic City</i>	<i>3. Atlantic City</i>

<i>From the Long Branch Extra List</i>	<i>From the Atlantic City Extra List</i>
<i>1. New York</i>	<i>1. Trenton</i>
<i>2. Trenton</i>	<i>2. Long Branch</i>
<i>3. Atlantic City</i>	<i>3. New York</i>

Question 23B How will extra board employees being sent to an outlying point under rule 20(j) be called by the crew caller, and how will

deadhead time be paid?

Answer An employee called from the Extra Board for an assignment located at an outlying point that **is** covered by said employee's extra board will be called "until further notice", will remain on the vacancy in accordance with Paragraph (j), and will be paid the applicable deadhead only for the first going trip, and for the last returning trip for each 7 day period of the vacancy. Note: Only one round trip of deadhead is to be paid for an assignment as previously outlined.

An employee called from the Extra Board for an assignment located at an outlying point that **is not** covered by said employee's extra board will be called "day to day" and will be paid one round trip of the applicable deadhead for each day.

Question 24 With respect to Rule 20, when an employee who is called from the supplemental extra list must deadhead, what is considered his/hers home terminal?

NOTE: An employee will not receive deadhead if they are called for an assignment with an on duty point that is the same as said employees regular assignment..

Answer An employee marked up on a supplemental extra list assumes the home terminal status where it is established.(Refer to Rule 19(d), page 42).

Question 25 With respect to Rule 20, when is an extra list considered exhausted?

Answer An extra list would be considered exhausted and the nearest regular extra list shall be consulted when there are no employees available on the list who have sufficient rest under the Hours of Service Law

Question 26 With respect to Rule 20, Extra Board, how is an extra employee's guarantee affected when he lays off or misses a call?

Answer An employee assigned to an extra board who lays off or misses a call will have his/her weekly guarantee reduced by the earnings he/she would have been paid for the assignment including all

arbitrariness, he/she was called for, or would have been called for, but did not work.

Question 27 Does Rule 20(i) apply to employees assigned to the supplemental extra list as well as the regular extra list?

Answer YES.

Question 28 Does paragraph (k) of Rule 20, Extra Board, apply to both regular employees and extra employees who make application for assignments known to be vacant for more than five days?

Answer NO. This rule applies to extra employees only.

Question 29 When an employee applies for and is awarded an assignment known to be vacant for more than five days pursuant to paragraph (k) of Rule 20, Extra Board, how long must the employee remain on the vacancy?

Answer The following paragraphs are intended to clarify the specific operation of Rule 20(k):

(a) An employee awarded a vacancy under paragraph (k) must remain on the vacancy until (i) the regular employee returns to the position, (ii) the employee is displaced by a senior extra employee, or (iii) the vacancy is advertised, awarded and covered in accordance with Rule 16(b)

(b) An employee awarded a temporary vacancy pursuant to paragraph (k) of Rule 20 will not be permitted to displace or make application for another temporary vacancy.

(c) An employee awarded a temporary vacancy pursuant to paragraph (k) of Rule 20 who bids for and is awarded a permanent assignment pursuant to Rule 16 must vacate the vacancy within five (5) calendar days and work the permanent assignment. Employees must notify the crew caller not less than four hours in advance of the reporting time of the assignment.

Question 30 Under paragraph (L) Rule 20, in what way are the crew boards to be maintained the same as of December 31, 1982?

Answer Crew boards mean the type of system used as of December 31, 1983 such as the block system used in Hoboken or the posting of boards used at other locations, or an electronic Computerized Assisted Crew Dispatching System.

This rule has no bearing on the location and maintenance of extra lists.

Question 40 With respect to the provisions of Rule 20(i), when an extra or regular assigned employee is allowed to take a personal holiday, does the employee have to report back on the extra board?

Answer No. The crew caller will place the employee on the extra board 24 hours subsequent to mark off time. A regular employee would resume his regular scheduled assignment the following day.

Question 41 Are extra or regular assigned employees required to notify the Crew Caller after completion of an assigned vacation period to resume their assignment?

Answer No, they will be automatically marked up. However, if they are unable to cover their assignment upon returning from vacation they must call the crew caller's office to inform them and this will be considered a new vacancy.

Question 52 An extra assignment has been called for five work days for the same contractor and same work site. However, it has been ordered with different on-duty times and/or different deadhead trains. Would this be considered the same assignment?

Answer No.

Question 56 An extra Conductor/Trainperson has been called for and is working a continuing vacancy having an outlying point sign up. In what manner will the extra Conductor/Trainperson resume the list?

Answer The extra Conductor/Trainperson will resume the list upon break in continuity, such as a rest day. He/she will be marked up to the list effective with the off duty time of the last tour of duty.

If an extra Conductor/Trainperson makes application to the temporary vacancy, the extra Conductor/Trainperson, called for

and working the continuing vacancy, will be notified to resume the list effective with the off duty time of the last tour of duty.

Question 57 An extra Conductor/Trainperson is called for an assignment, Book of Rules class, instruction or examination, and is released prior to eight (8) hours on duty. At what time will the extra Conductor/Trainperson resume the list?

Answer The off duty time applies.

Question 58 If use off the supplemental list will cause a Conductor/Trainperson insufficient rest for their assignment, may he/she refuse the call? May the Carrier consider the Conductor/Trainperson unavailable?

Answer The Conductor/Trainperson must accept the call or be dropped. The Carrier is obligated to call the Conductor/Trainperson.

Question 59 A Conductor/Trainperson is called from the supplemental list, but does not answer the phone. Will he/she retain their standing, or be dropped?

Answer The Conductor/Trainperson will be dropped in accordance with Rule 20 (d). Moreover, if the Conductor/Trainperson misses three consecutive calls, they will be removed from the supplemental list for 90 days and must make written application to resume the list.

Question 60 May a Conductor/Trainperson make application to more than one supplemental list?

Answer No.

Question 61 Is a Conductor/Trainperson considered available to be called from the supplemental list, even though he/she is observing vacation or personal-leave day?

Answer No.

Question 62 How will the maximum number of employees be calculated as it relates to the fourteen point three (14.3%) percent of the employees actually working on the Extra List (with a minimum of one) being permitted to mark off for one day on any given day in any workweek?

Answer Each list will be calculated separately. The 14.3% will be applied to those actually working on the extra list not those working on a temporary vacancy. If the calculation results in a fraction of .1 or above, the number allowed will be rolled up to the next whole number e.g. the list is 16 the fraction is 2.3, therefore the number of persons eligible to take an optional day would be 3.

Question 70 Per Rule 20(b): "All extra employees upon the completion of their tour of duty must immediately notify the Crew Dispatcher of their off duty time". If the extra employee fails to comply, how will he/she be marked up to the list?

Answer All extra employees following the completion of their tour of duty will be automatically marked up through the electronic CACD System. They will not be required to call the Crew Dispatcher to inform them to mark up and they will be placed on the list as of the completion of their assignment.

Question 72 An extra employee is working a temporary vacancy with rest days of Saturday and Sunday. Effective Sunday at 12:01 AM, the assignment is awarded. In what manner will the extra list employee be marked up to the board?

Answer Conditions of Q&A 29 page 48 must be met. Therefore, the awardee must be notified and confirm availability. Then extra person will be notified to resume the list. The extra person will be placed on the list at the time notified, but not earlier than the effective time and date of the award.

Question 73A Rule 20(d) - provides for extra employees who miss a call to be held off the list for 16 hours. During that period will the extra employee be allowed any privileges of the list, such as application to temporary vacancy or optional day?

Answer No. They will not be allowed any privileges of the list until the expiration of 16 hours from the time called.

Question 73B Rule 20(d) - provides for extra employees who miss a call to be held off the list for 16 hours. How will it be determined when an extra employee misses a call?

Answer When an employee's primary telephone number is not answered

upon a proper call from the Crew Caller's office, they will be dropped immediately. If the employee's primary telephone number is an answering machine and/or beeper, the employee will be dropped if he/she does not respond within 5 minutes of the call.

Question 74 Is it agreed that calling time begins four (4) hours and fifteen (15) minutes prior to the assignment's on-duty time, and will end three (3) hours forty-five (45) minutes prior to on-duty time?

Answer Yes.

Question 75 May an employee make application for temporary vacancy, and lay off to qualify for that temporary vacancy?

Answer No, an extra employee must be qualified to mark up and work the assignment.

Question 94 How will Trainpersons called for the Atlantic City Extra List be called?

Answer Extra crews called off the Atlantic City Extra Lists will be called at least four (4) hours in advance of the on duty time.

Conductors/Trainpersons who wish to mark off from an assignment must do so at least five (5) hours in advance of starting time for their assignment.

Conductors/Trainpersons resuming after having been off must report back on at least five (5) hours in advance of starting time for their assignment.

Extra men called off any other lists will be called at least four (4) hours before starting time.

Question 102 In regards to Rule 20 PAR B - When the Crew Caller calls an employee for a job, what information is the Caller required to give the employee who is called?

Answer The Caller will give the following information:
(1) The assignment i.e number or symbol
(2) The reporting time.
(3) The terminal to which the employee is to report to
(4) The type of service that will be worked, i.e.. a) passenger

service, b) extra service, c) pilot conductor, d) flagman for contractor, etc.

- (5) All the trains to be worked on a regular or extra passenger assignment, or employees may be called to stand by.

Question 107 Is an Extra List Assistant Conductor who is force assigned to a vacancy 12:01 a.m. Sunday, eligible for a weekly guarantee as provided by Rule 20 if he/she returns to the Extra List as a result of being displaced by a senior employee?

Answer: Yes, an Assistant Conductor would be entitled to a guarantee provided the employee does the following:

- (1) Immediately marks up on the Extra Board after being notified of their displacement.*
- (2) Makes themselves available for call for the remainder of the workweek (extra board).*
- (3) Does not take an optional day for the remainder of the workweek.*
- (4) Otherwise fulfills all conditions within Rule 20.*

Letter 21 May NJTRO establish Utility Lists to protect all other passenger service?

Answer Yes, NJTROI may establish Conductor and Asst. Conductor Utility Lists. Such Conductors and Asst. Conductors must also be available for an accept calls for passenger service if the passenger lists are exhausted. Passenger Service Lists must also be available for and accept calls for Other Than Passenger Service Lists whenever the Utility Lists are exhausted.

RULE 21- DEFERRED STARTING TIME

Where employees normally report for duty without being called, and it is desired on any day to defer the reporting time, at least three hours advance notice will be given before the usual reporting time of the assignment. The advance notice will specify the new reporting time, and the employees' trip or tour of duty will not begin until that time. If not so notified, the reporting time will be as provided in the assignment. An employee may have his starting time deferred only once for each trip or tour of duty.