

HOW TO PROTECT YOUR RIGHT TO PRIORITY RECALL CONSIDERATION AT BOEING

Important information from SPEEA for laid-off employees

The Priority Recall Consideration process is now conducted entirely on-line. This was agreed to because of past problems in which employees were required to mail in forms to The Boeing Company. The goal was to automate the process to make it more effective and easier for laid off employees.

SPEEA wants to ensure that every laid off member is able to successfully exercise their right to Priority Recall Consideration. The following information will help you maintain Priority Recall Consideration for three (3) years. We hope during this eligibility time you receive a formal offer of employment and return to work at Boeing.

Please take the time to thoroughly read the following information.

Priority Recall Consideration – What is it?

This is a process in which laid-off employees are given first priority to be recalled when the Company has a job opening in the future.

This consideration lasts for a period of three (3) years from the date of layoff.

Your right to priority recall consideration will apply to the job classification (Job Family / Skill Management Code) from which you were laid off.

Once you are registered in the program, you are required to update your status each calendar half year (Jan 1 – June 30 and July 1 – Dec 31) **BEFORE** the beginning of next calendar half-year.

Am I eligible?

If you were involuntarily laid off (employees who take a voluntary layoff are not eligible) from The Boeing Company, you are eligible for Priority Recall Consideration *except* for the following situations:

- You were Designated at the time of layoff.
- You chose to receive your layoff benefits as a lump sum.
- You did not originally enroll in this process within the required time frame.

How do I get started?

The process for enrolling and maintaining your Priority Recall Consideration is done entirely online.

It is your responsibility to enroll in the program within 60 days after your layoff or at the end of the current-calendar half year (whichever is later). *We recommend you enroll immediately after layoff.*

Failure to enroll within the timeframe will result in the permanent loss of your eligibility.

Steps to enroll for Priority Recall Consideration:

1. **Establish an account in the Boeing Enterprise Staffing System (BESS).**

Even if you used the BESS system as an employee, you will need to establish an account in BESS from the external website.

To establish your account in BESS:

- Go to the Boeing external website: www.boeing.com
- Select “Employment” from the top or left side of the page.
- Select “Open Your Resume Account” from the left side of the page.
- Follow the link for new users. Enter all required information and click **Register**.
- **If you have questions or need assistance please contact Boeing TotalAccess at 866-473-2016 (TDY – TDD 800-755-6363).**

2. **Initiate your Priority Recall Consideration.**

- Go to MyBoeing Express: <http://www.boeing.com/express/>
- Use your BEMSID and TotalAccess password to logon.
- The Recall Registration and Status portlet will be in the left-hand column.
- Click the link in the portlet to access the tool.
- Register

Note: This is the same procedure you will use to update your status in the future.

How do I maintain my eligibility for Priority Recall Consideration?

Once you initiate your priority recall status, you are eligible for the remainder of the current half year period and the next half-year period. You will then need to register for following half-year periods, before they begin as shown below:

JUL 1	DEC 31	JAN 1	JUN 30
TO KEEP YOUR ELIGIBILITY AFTER DEC 31, YOU WOULD NEED TO REGISTER FOR THE JAN 1-JUN 30 HALF-YEAR BEFORE DEC 31.		TO KEEP YOUR ELIGIBILITY AFTER JUL 1, YOU WOULD NEED TO REGISTER FOR THE JUL 1-DEC 31 HALF-YEAR BEFORE JUN 30.	

When will my eligibility end?

Your eligibility ends if any of the following instances:

- Three years from the date of layoff
- Failure to enroll for a successive calendar half-year
- Rejection of a formal offer.
- Failure to report to work within ten (10) workdays following acceptance of an equivalent offer (or at a later date as may be stipulated in the Company offer.)
- You retire from the Company.

If something goes wrong ...

The Boeing Company will remove you from the program if you fail to properly register or keep your contact information up-to-date (address, phone, email). The majority of individuals who lose their priority consideration for recall do so unintentionally. SPEEA is available to help if you have problems. However, - **it is your responsibility maintain your status.**

If you run into problems in establishing your BESS account, your initial registration, or registration for future eligibility, please do the following:

1. **Contact TotalAccess at 866-473-2016 (TDY – TDD 800-755-6363).** Explain the problem. Ask for a ticket number or reference number to track the call. In addition, write down the date and time of your call and details of the problem (this could be useful if the problem is not resolved).
2. **Contact your SPEEA Contract Administrator (CA):** If after 3 business days, TotalAccess has not responded to you and/or corrected the problem, contact your SPEEA.

SPEEA Headquarters - Tukwila (206) 433-0991 Toll Free: (800) 325-0811	SPEEA Everett (425) 355-2883 Toll Free: (877) 355-2883	SPEEA Wichita (316) 682-0262
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3. **Maintain documentation.** It is recommended that you make “screen prints” of each action you take online to document your enrollment and maintenance (enrollment in BESS, initiation of Priority Recall Consideration, updating of Priority Recall Consideration). This is helpful if there are problems with the system and/or the Company mistakenly removes you from the program.

Reference Information:

- SPEEA contracts online: http://www.speea.org/general_info/contracts.html
(Priority Recall Consideration is addressed in Article 8.6)
- Link to open resume account in BESS: <https://jobs.boeing.com/JobSeeker/Login?visited=true>
- Prior to layoff you can access layoff information on the internal Boeing website
 - From the main page Click on the link “**MyBoeing**” at the bottom of the page.
 - Click on “**TotalAccess**” (link is near the top of the page)
 - Click on “**Life Events and Leave.**” (link is on the left side of the page under “Navigate Total Access”)
 - Click on “**Leaving the Company due to Layoff**”
 - Near the bottom of the page in the paragraph titled, “Maintaining SPEEA Priority Recall Status”, there is a link embedded in the paragraph that will take you (there is also a link in the upper right hand side of the page titled “**Register for SPEEA Recall Consideration**”.
 - The page titled “**Register for SPEEA Recall Consideration**” will contain specific information for laid off SPEEA-represented employees including: creating an account in BESS, registration for priority recall and maintaining priority recall consideration status.