

# How to protect your right to PRIORITY RECALL CONSIDERATION



**Important information from SPEEA for laid off employees. Please take the time to thoroughly read.**

The Priority Recall Consideration process is now conducted online. This was agreed to due to past complications in the process. The goal was to automate the process in order to make it more effective and easier for employees to utilize.

SPEEA wants to ensure every laid off member is able to successfully exercise their right to Priority Recall Consideration. We hope this information helps you maintain your Priority Recall Consideration and that you ultimately receive a formal offer of employment from The Boeing Company within your three years of eligibility.

## 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 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 will be 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 Boeing, you are eligible for Priority Recall Consideration except for the following situations:

- You were Designated at the time of layoff in most recent retention exercise.
- 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 now done 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 required time frame will result in the permanent loss of your eligibility.**

Here's what you need to do to:

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 Total Access at 866-473-2016 (TDY – TDD 800-755-6363).**

## 2. Initiate your Priority Recall Consideration.

You are now ready to initiate your Priority Recall Consideration status by following these steps:

- Go to MyBoeing Express: <http://www.boeing.com/express/>
- Use your BEMSID and Total Access password to logon.
- Click on the link near the top of the page titled "Total Access".
- Click on the link in the left hand column titled "Recall Registration and Status".
- Register for Priority Recall.

*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 have initiated your priority recall status, you will be eligible for the remainder of the current half-year period and the next half-year period. You will then need to register for the 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 ARE REQUIRED TO REGISTER FOR THE JAN 1-JUN 30 HALF-YEAR BEFORE DEC 31		TO KEEP YOUR ELIGIBILITY AFTER JUL 1, YOU ARE REQUIRED TO REGISTER FOR THE JUL 1-DEC 31 HALF-YEAR BEFORE JUN 30.	

## When will my eligibility end?

Your eligibility will end 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 employment offer).
- Retirement.

## If things go wrong...

SPEEA believes all employees who are involuntarily laid-off will want to maintain their eligibility. However, Boeing will remove you from the program if you fail to properly register or keep your contact information up-to-date (address, phone, email).

Over the years, the vast majority of individuals who lost their Priority Recall Consideration did so unintentionally. For that reason, SPEEA has provided this information to you and will provide assistance to you if problems occur. However, keep in mind it is **your responsibility** to take the actions necessary to maintain your priority status.

If you have difficulties 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 you are having. Ask for a ticket number or some reference number to track the call. In addition, write down the date/time of your call and the details of the problem (this could be useful if the problem is not resolved).
2. **Contact your SPEEA Contract Administrator.** If after 3 business days, TotalAccess has not responded to you and/or corrected the problem, contact your Contract Administrator (CA). If you are unsure who your CA is, call SPEEA.
3. **Maintain documentation.** It is recommended that you make "screen prints" of each action you take online to provide documentation you have taken those actions (enrollment in BESS, initiation of Priority Recall Consideration, updating of Priority Recall Consideration). This will be helpful if there are complications with the system and/or Boeing mistakenly removes you from the program.

