

OPERATING RULES
PUGET SOUND PILOTS

Contents

RULE 1 - DISPATCHING OF PILOTS, TIME OF ASSIGNMENTS	1
RULE 2 - ASSIGNMENTS	3
RULE 3 - DEPARTING PORT ANGELES PILOT STATION.....	10
RULE 4 - TRADES OR SUBSTITUTIONS.....	11
RULE 5 - RESPITE AGREEMENT	12
RULE 6 - VACATIONS	13
RULE 7 - SICK PRIVILEGES	14
RULE 8 - OFF DUTY STATUS	14
RULE 9 - CANCELLED AND INCOMPLETE ASSIGNMENTS.....	15
RULE 10 - HOLIDAY OFF-DUTY PENALTY.....	16
RULE 11 - RELIEF RULES.....	17
RULE 12 - BRITISH COLUMBIA ASSIGNMENTS	18
RULE 13 - RESPITE GRANT OCCASIONED BY DEATH	18
RULE 14 - PILOT COMMISSION MEMBERS	19
RULE 15 - DIRECTORS, COMMITTEE, PILOT COMMISSION, & OTHER MEETINGS ...	19
RULE 16 - ATTENDANCE AT HEARINGS.....	19
RULE 17 - MEMBERS ON RESPITE, SERVICES REQUIRED	21
RULE 18 - PILOTAGE ASSIGNMENTS	23
RULE 19 - MAJOR MEDICAL COVERAGE	24
RULE 20 - AMENDMENTS TO OPERATING RULES.....	26
RULE 21 - TRAVEL EXPENSES.....	26
RULE 22 - PENALTY FOR FAILURE TO COMPLY	27
RULE 23 - WATCH EQUALIZATION.....	27

In order to promote safe, efficient and harmonious operation of vessels by this Pilot organization, we the undersigned members herewith agree to uphold and abide by the following rules. These shall be applicable to the following:

- 1) Dispatching of Pilots
- 2) Respite periods and vacations
- 3) Special charges not included in published tariffs
- 4) Miscellaneous Policies and Relief Rules
- 5) Penalties

RULE 1 - DISPATCHING OF PILOTS, TIME OF ASSIGNMENTS

A. Rotation. Pilots shall be assigned to vessels in accordance with a strict rotation system which shall be adhered to. Pilots returning to duty from their respite periods, vacations or from any other absence, shall be placed in rotational sequence relative to other pilots. If a Pilot cannot take the Pilot's regular assignment on the rotation list, due to a limitation on said Pilot's State License, the Pilot's duty is to take the next preceding assignment that said Pilot's State License qualifies for. Except as otherwise provided, this sequence shall start with the pilot whose last assignment "check-in time" is oldest and continue to the most recent. Members who are returning from off-duty status for any cause shall be placed at the head of the rotation list, however they shall be placed in rotation immediately behind members who have previously returned from off-duty status and are awaiting assignment. AMENDED: 2/93, 8/15, 12/19, 1/22

B. Pilots Working Three Consecutive Nights: Pilots who work three consecutive nights shall be assigned their next assignment in compliance with this Section B. A pilot shall

be considered to have worked at night if any part of their assignment occurs between the hours of 0100 and 0459. AMENDED: 9/16, 4/21

1. Three Nights ending at the Station. If the assignment causing the pilot's third consecutive night of work ends at the station, unless needed on the Seattle side, the pilot will remain at the station and be given a full night's rest (no repo, travel or bridge time between and including the hours of 2000 and 0800) and shall not return to rotation before 0800 the following morning. If the pilot is needed on the Seattle side, the pilot will be assigned to a reposition and given a full night's rest on the Seattle side. The reposition must be assigned no later than one hour prior to the order time of the third nights ship assignment, but may be canceled by the dispatcher after being assigned. After repositioning, the pilot will be Number 1 for dispatch in Seattle at 0800 on the following day. The decision whether such a pilot will be repositioned will be made by the dispatcher considering the best interest of PSP with the concurrence of the President.

2. Three nights ending elsewhere. If the assignment causing the pilot's third consecutive night of work ends at a place other than the station the pilot will be given a full night's rest (no repo, travel or bridge time between and including the hours of 2000 and 0800) and shall be number 1 for dispatch at 0800 the following morning.

C. Assignments. In order to facilitate dispatching, members shall keep in close contact with the Seattle Pilot Station and/or the dispatcher. At 1730 a pilot, or the pilot's representative, shall be available to accept assignments for evening or morning dispatch. It shall be the responsibility of the Pilot to keep the dispatcher informed as to the Pilot's whereabouts both day and night in order that proper rotation dispatching

shall be effective. Unless assurance is received from the Pilot or the Pilot's representative as to the Pilot's availability, the Pilot shall be placed in an off-duty status for twenty-four (24) hours, thereby losing two (2) day's distribution. AMENDED: 7/84, 8/15.1/22

(Sunset Clause: The amendments made to this Operating Rule in December 2021 are temporary changes in effect for six (6) months from the date adopted by ballot. At that time the Operating Rule will revert to its provisions as of November 30, 2021, unless this Sunset Clause is repealed.)

RULE 2 - ASSIGNMENTS

The minimum off-duty period before an assignment, or before the first of multiple harbor shift assignments is ten (10) hours between the pilot's check-in time of the next assignment. Multiple harbor shifts assigned to a pilot shall not exceed thirteen (13) hours from the call time of the first assignment to the planned check-in time of the final assignment. The minimum off-duty period does not apply to repositioning, except where specified elsewhere in these rules.

A pilot may be assigned the combination of a harbor shift and an inter-port shift, so long as both assignments can be completed within 12 hours between the hours of 0600 – 2400, or 13 hours between the hours of 0800 - 2200. If any part of the assignments are planned to fall between the hours of 0000 and 0600, assignments may not be combined. The combined assignments must be given together, and harbor shifts must be within the same port area that the inter-port shift begins or ends.

A pilot who has received a minimum ten (10) hour off-duty period at Port Angeles before being repositioned to Seattle and will check-in at Seattle prior to 1300, may be immediately assigned.

A pilot who has received a minimum ten (10) hour off-duty period at Seattle before being repositioned to Port Angeles and will check-in at Port Angeles prior to 1715, may be immediately assigned. AMENDED: 6/96, 8/02, 5/03, 5/09, 8/15, 9/17, 2/20, 3/22.

(Sunset Clause: The amendments made to this Operating Rule, approved by ballot in December 2021, are temporary changes in effect in March 2022 after supporting modifications of the WAC. These temporary changes are in effect for 6 months until September 2022. At that time the Operating Rule will revert to its provisions as of November 30th, 2021, unless this Sunset Clause is repealed.)

A) SEATTLE

1. An assignment to a vessel in Seattle Harbor, Point Wells, or Eagle Harbor shall be given to the Pilot four (4) hours before the Pilot is to be aboard. Assignments between 1830 and 0759 shall be given three (3) hours before the Pilot is to be aboard. Travel to the assignment is considered to start 2.0 hours before the Pilot is to be aboard. AMENDED: 7/92, 6/03, 1/22.
2. An assignment to a vessel at Olympia, Tacoma, Manchester, Bangor, Bremerton, Port Townsend, Mukilteo, or Everett shall be given five (5) hours before the Pilot is to be aboard. Assignments between 1830 and 0759 shall be given four (4) hours before the

Pilot is to be aboard. Travel to the assignment is considered to start 3.0 hours before the Pilot is to be aboard. AMENDED: 4/99, 6/03, 1/22.

3. An assignment to a vessel at Anacortes, March Point, Bellingham, Ferndale, or Cherry Point, shall be given six (6) hours before the Pilot is to be aboard. Assignments between 1830 and 0759 shall be given five (5) hours before the Pilot is to be aboard. Travel to the assignment is considered to start 4.0 hours before the Pilot is to be aboard. AMENDED 6/03, 1/22.
4. An assignment for a reposition to Port Angeles shall be given three (3) hours before designated reposition time, to allow for preparation of travel plans. Designated reposition times shall be between the hours of 0600 and 2100, and shall be at the top or bottom of the hour. Check in time at the Pilot Station shall be three (3) hours after the designated reposition time. If a reposition assignment to Port Angeles and vessel assignment have the same dispatch time, the reposition shall be assigned first. AMENDED: 7/86, 5/95, 6/03, 6/04, 8/21, 1/22.
5. An assignment to a vessel at Vancouver, New Westminster, Delta Port or Port Moody, British Columbia shall be given ten (10) hours before the Pilot is to be aboard. Assignments between 1830 and 0759 shall be given nine (9) hours before the Pilot is to be aboard. Travel to the assignment is considered to start seven (7) hours before the pilot is to be aboard. An assignment to proceed to any other port in the British Columbia Range shall be given three (3) hours prior to bus time. Amended 2/04, 1/22.
6. When necessary, a pilot may be assigned to the first available reposition that directly follows an outbound assignment after arrival in Port Angeles. The reposition shall be completed within 12 hours from the assignment time of the outbound assignment, and

the reposition shall occur only between 0600 and 2400. The reposition must be assigned no later than one hour prior to the order time of the outbound assignment but may be canceled by the dispatcher after being assigned. If the inbound repo is cancelled, the pilot will enter rotation on the Port Angeles side as having completed any other outbound assignment. Added 1/22

EXCEPTION TO PARAGRAPHS 1 TO 6 INCLUSIVE

A vessel which, because of a change in circumstances, is in need of a Pilot sooner than the above recited notice times will be furnished one as soon as practicable.

7. Assignments to all vessels departing later than 2130 up to and including 1159 the following morning shall be given at 1730. AMENDED: 10/85, 8/21.
8. **Deleted 3/22. (Sunset Clause: The amendments made to this OR 2.A.8, approved by ballot in December 2021 in conjunction with changes in Rule 9, are temporary changes in effect in March 2022 after supporting modifications of the WAC. These temporary changes are in effect for 6 months until September 2022. At that time the Operating Rule will revert to its provisions as of November 30th, 2021, unless this Sunset Clause is repealed.)**
9. The following applies to a Pilot commencing respite at 2400 Tuesday: (a) A Pilot shall not be assigned a vessel departing Olympia for Port Angeles later than 1000 Tuesday; (b) a Pilot given an assignment whose call time was prior to 0800, and the call time for the assignment is changed to 0800 or later, shall be removed from rotation at 0800 Tuesday; (c) a Pilot left unassigned before 0800, shall be removed from rotation at 0800; and (d) a Pilot whose check-in time is later than 0800 Tuesday, shall be removed from rotation upon check-in. Pilots returning from respite, vacation, or other absence

shall be placed in rotation at 0800 Tuesday as described in Rule 1 (A). AMENDED:
10/85, 11/87, 12/91, 1/97, 12/20.

10. When a vessel is departing a pier/terminal to stream/anchorage, and another vessel is proceeding from the same stream/anchorage to the same pier/terminal, one Pilot shall be assigned to both assignments, unless requested otherwise by an agent. When practical, due to a lack of available pilots in rotation, one Pilot may be assigned to more than one harbor shift, provided that for pilots on watch, multiple harbor shifts must be in the same port. AMENDED: 12/91, 10/98, 4/07.
11. If a Pilot cannot take the Pilot's regular assignment on the rotation list due to a limitation on the Pilot's state license, the Pilot's duty is to take the next preceding assignment that the Pilot's state license can cover. If a Pilot has not completed any requirements imposed by the state Board of Pilotage Commissioners for upgrade of said Pilot's state license by the date specified by the Board of Pilotage Commissioners, said Pilot shall not be dispatched until the Pilot fulfills the requirements. The Pilot may use comp days or be placed in an off-duty status, whichever is appropriate. The Pilot may appeal to the Board of Directors for an extension of time to complete requirements before being taken off the rotation list, provided the Pilot can demonstrate extenuating circumstances acceptable to the Board of Directors. AMENDED: 9/86, 6/90, 11/90, 4/92. [Item 12 Added 5/17. Removed 6/17]

B) PILOT STATION

1. Boarding of inbound vessels arriving at the Pilot Station shall be in accordance with the rotation system. If a Pilot cannot take the Pilot's regular INBOUND assignment on the

rotation list, due to a limitation on said Pilot's State License, the Pilot's duty is to take the next preceding INBOUND assignment that said Pilot's State License qualifies for. A Pilot arriving at the station shall be placed at the bottom of the rotation list. A Pilot repositioned to the Pilot Station at Port Angeles shall, upon arrival at the Pilot Station, be placed at the bottom of the rotation list. If more than one Pilot is repositioned to Port Angeles at the same time, they shall be placed at the bottom of the rotation list upon receipt of dispatching instructions. "Check-in time" at the Pilot Station shall be three (3) hours after the designated reposition time in accordance with O/R 2, Sec. (a), Par. #4. A pilot is considered to have arrived at the Port Angeles Pilot Station at this time. Local assignments at Port Angeles will be performed by the first pilot scheduled for repositioning or by the first pilot in rotation who has been at the Pilot Station at least ten (10) hours and who has at least twelve (12) hours between the call time of a local assignment and their scheduled inbound assignment. A Pilot whose respite commences at 2400 of that day shall remain in rotation as long as the Pilot is able to check-in prior to 2400 on that same day. If a pilot commencing respite at 2400 cannot be assigned to an inbound vessel in the Pilot's regular rotation before 1440 that will allow the Pilot to check-in before 2400 on that same day, the Pilot shall be assigned to the next inbound ferry. A Pilot repositioned to Seattle will be checked in at Seattle three (3) hours after the reposition commences. Allowable reposition time shall be between the hours of 0600 and 2100 and shall be given at the top or bottom of the hour. AMENDED: 7/86, 11/87, 5/89, 11/90, 5/95, 6/96, 9/00, 8/02, 2/20, 8/21, 1/22.

2. Round Trip Assignments on Certain Cruise Ships. ADDED 5/09, 8/15, DELETED (Ballot 2/10/20) 2/20.

C. OUTPORTS

AMENDED: 6/86, 8/87, 11/87; DELETED: Ballot #4-90, 5/90.

D. COMPLETION OF ASSIGNMENTS

1. Within sixty (60) minutes of the completion of any assignment, Pilots (including President) shall inform the dispatcher of their check-in time. AMENDED: 7/84, 11/18, 8/21.
2. Arrival time at all ports shall be the time the Pilot leaves the ship; except Port Angeles shall be as follows:
 - a. Thirty (30) minutes of travel time to the Port Angeles Pilot Station shall be allowed after the pilot leaves the ship. A Pilot disembarking a ship by Pilot Boat shall use the Float Time.
 - b. An assignment to a vessel departing a pier in Port Angeles shall be assigned to the Pilot one (1) hour before the Job Time. This time is to be noted on the pilotage service rendered slip. AMENDED: 1/17
3. From Seattle and outports, the following travel shall be allowed after the ship's official arrival time: AMENDED: 7/92.
 - a. Seattle, Point Wells and Edmonds - one (1) hour. AMENDED: 7/92.
 - b. Eagle Harbor or Bremerton - first available ferry arrival in Seattle.
 - c. Manchester, Bangor, and Port Townsend - three (3) hours. AMENDED 10/14.
 - d. Olympia, DuPont - three (3) hours after ship's arrival.
 - e. Tacoma, Mukilteo and Everett - two (2) hours after ship's arrival.
 - f. Anacortes, March Point, Bellingham - three (3) hours after ship's arrival.

- g. Ferndale and Cherry Point - three and one-half (3-1/2) hours after ship's arrival.
- h. A Pilot dispatched to Seattle from Port Angeles shall, check in at Seattle three (3) hours after having departed the Port Angeles Pilot Station in accordance with O/R 2, Sec. (B). If more than one Pilot is dispatched to Seattle, each shall be placed at the bottom of the rotation list at Seattle in the order of their position on the rotation list upon departure from Port Angeles. AMENDED: 7/86.
- i. Vancouver, New Westminster, Delta Port or Port Moody, British Columbia seven (7) hours. The reporting time of a Pilot returning to Seattle from any other British Columbia port shall be one (1) hour after the next available bus arrival time in Seattle. AMENDED: 5/85, 7/90, 12/99, 2/04.
- j. Failure to comply with this Rule will not be considered a violation of these Operating Rules per se and will warrant a fine of only \$100.

(Sunset Clause: The amendments made to this Operating Rule in December 2021 are temporary changes in effect for six (6) months from the date adopted by ballot. At that time the Operating Rule will revert to its provisions as of November 30, 2021, unless this Sunset Clause is repealed.)

RULE 3 - DEPARTING PORT ANGELES PILOT STATION

- A. All pilots at the Port Angeles Station are "on duty." A Pilot who desires, for any reason other than illness or death in the Pilot's immediate family, to go "off duty" at the Port Angeles Pilot Station, and does not declare that he/she is taking a Comp Day in the manner prescribed in subsection "B" below, shall be placed on the "Off Duty Roster" for not less than twenty-four (24) hours, starting at the time of the Pilot's actual

departure from the Port Angeles Pilot Station. The Pilot will lose four (4) days distribution. AMENDED: 7/84, 6/01.

B. A Pilot who desires to go “off duty” on arrival at the Port Angeles Pilot Station for any reason other than illness and/or death in the Pilot’s immediate family, shall give notice of the Pilot’s intention to go “off duty” at the Port Angeles Pilot Station to the dispatcher on duty when the Pilot is assigned to a ship or transportation proceeding to Port Angeles or at the time that the Pilot assigned is notified that the assignment time is changed. A Pilot who is on assignment or checked in at the Port Angeles pilot station who desires to go “off duty” for any reason other than illness and/or death in the Pilots immediate family must declare to the on duty dispatcher his/her intentions at least thirty (30) minutes before the next outbound transportation that would cover the pilots next projected assignment as per O/R 2, with the exception of the 0820 reposition notice which shall be given at 0800. For the 0320 reposition, notice must be given by 1700. A Comp Day taken at the Port Angeles pilot station shall begin at the time of the assignment the pilot would have had if they had remained in rotation. The pilot returns to “on duty” status 24 hours later in Seattle. A Pilot who fails to properly notify the dispatcher as per this rule and leaves the station placing himself/herself “Off Duty” and thereby “Off Distribution” will be penalized under the provisions of O/R 3A. AMENDED: 12/85, 9/00, 6/01, 1/22.

(Sunset Clause: The amendments made to this Operating Rule in December 2021 are temporary changes in effect for six (6) months from the date adopted by ballot. At that time the Operating Rule will revert to its provisions as of November 30, 2021, unless this Sunset Clause is repealed.)

RULE 4 - TRADES OR SUBSTITUTIONS

Members may trade assignments by mutual agreement or one member may substitute for another member assuming the member is sufficiently rested. The dispatcher shall be notified immediately of such trades or substitutions. Such trades are strictly between the members involved and of no concern to the organization other than to insure each assignment is covered. Once effected, the member agreeing to take the place of another shall be responsible for the completion of the assignment involved as if it were the member's own.

RULE 5 - RESPITE AGREEMENT

1. Members shall be placed in rotation at 0800 for their scheduled work period as prescribed by the PSP work rotation schedule and shall continue in rotation until 2400, 15 calendar days later, whereafter they shall commence their respite period. A member who commences their respite period later than 2400, due to an assignment unexpectedly extending beyond 2400 on the last day of their scheduled work period, shall have one (1) additional day respite. This additional day shall be credited to the member by beginning their next work period one (1) day later than scheduled. If there are pilots still unassigned at 0800 that day, they shall enter rotation after the last unassigned pilot. AMENDED: 10/85, 11/87, 2/12, 2/22.
2. Peak Period Weekend Assignments. By February 15 of each year, each pilot shall be randomly assigned by the President to work a weekend shift during the pilot's respite period ("Peak Work Shift") during peak season. Assignments of Peak Work Shifts will not interfere with vacations and any training conflicts will be addressed by the President. Assigned Peak Work Shifts can be traded together or separately. New

pilots will be assigned a Peak Work Shift by the President. On Peak Work Shifts, pilots will be assigned in the order they were checked in from their previously scheduled work shift as numbers one, two and three at 1100 on Thursday and will be checked in by Sunday at 1100. Pilots must be checked in from any call-back, along with having required rest, prior to beginning their assigned Peak Work Shift. Peak Work Shifts will start on the second full weekend of May, will not occur on holiday weekends (Memorial Day, 4th of July and Labor Day) and will end when all pilots have been assigned to one weekend. Sec 2 added January, 2010, AMENDED: 2/12, 6/12, 11/16, 2/17, 6/21.

3. Each Pilot shall take said Pilot's respite period when due; provided, however, that trading of respite periods, mutually agreed upon between Pilots, is permissible. The dispatcher is to be notified of any trading of respite periods between Pilots. Trades of respite time are under the same constraints as trades of assignments. The extra duty roster and partner rules will remain in effect. AMENDED: 6/17.

RULE 6 – Earned Time Off

Members shall accrue earned time off (ETO) at the rate of 1.4 days per watch worked. ETO shall be taken as prescribed by the PSP work rotation schedule after completion of every fifth watch. ETO shall be followed by an equal number days of respite. The pilot will return to rotation as scheduled after completion of ETO following every fifth watch. ETO balances by some pilots may go positive or negative by 1 day when they switch between a Tuesday or Thursday change. Trades of vacation time are to be

under the same constraints as trades of assignments. Amended: 2/12 2/22.

During the President's term in office, the President shall not take any vacation under the rotation system described in this rule. The President shall retain the former position in rotation for the purpose of taking vacation when the individual is no longer serving as President.

Upon commencing a term as President, the President shall be credited with thirty (30) business days of vacation to be used during the President's term of office. The President may use these days at any time during the President's term at the President's discretion. At the discretion of the Board of Directors, the President may carry over any vacation days into a subsequent term but cannot carry over any vacation days past the end of the President's final term in office. AMENDED: 4/91, 2/12. 12/17.

RULE 7 - SICK PRIVILEGES

A Pilot who has no Comp Days accrued may, if the Pilot so desires, take a day or more off for sickness or injury up to fourteen (14) days and have such days deducted from said Pilot's next vacation without further loss of pay. AMENDED: 4/96.

RULE 8 - OFF DUTY STATUS

A member desiring to be placed in an off-duty status and not intending to accept a 1730 assignment shall notify the dispatcher by 1500 of the day that the member wishes to be placed in an off-duty status. A member who does not notify the dispatcher of said member's intention at that time and goes on "Off-Duty" status shall be deemed in violation of this Rule. A comp day taken off shall begin at the call time of the assignment that would have been assigned without regard to the 1730 courtesy call time. The comp

day shall end 24 hours after the beginning call time without regard to the 1730 courtesy call time. AMENDED: 4/88, 8/88, 10/89, 8/00.

RULE 9 - CANCELLED AND INCOMPLETE ASSIGNMENTS

1. A Pilot whose assignment is canceled shall return to rotation in the same manner as a Pilot completing a regular ship assignment. If the cancelation is after the 1730 courtesy call but before assignment time, then the Pilot shall be returned to the number one (1) position on the rotation list at 0800. If the cancelation is after the assignment time, but before the allotted travel time, check-in shall be at the time dispatch received notification of the cancelation. If the cancelation is after the allotted travel time has begun, check-in shall be after additional return travel time equal to the amount of travel time elapsed at the time dispatch was notified of the cancelation. If the cancelation is after the scheduled departure of the vessel, check-in shall be as if completing a regular ship assignment.
2. A pilot whose job is cancelled may be given another assignment. The pilot may be given another assignment only if the planned total duration from the original call time to the completion of the additional assignment is within 0600 to 2400, and the total duration is less than 12 hrs (13 hrs for multiple harbor shifts). Normal call times as per OR 2 shall apply to the following assignment.
3. A member who, for reasons other than fatigue or safety, shall either cancel an assignment on said members own, or fail to appear for and/or complete an accepted assignment and remain on board the vessel to its final dispatched destination, will incur a mandatory deduction of two (2) days distribution plus a \$1,000.00 penalty.

Further, no comp or vacation days may be used. AMENDED: 12/90, 10/03, 5/09, 4/21.

3/22 (Sunset Clause: The amendments made to this OR 9, approved by ballot in December 2021 in conjunction with changes in Rule 2.A.8, are temporary changes in effect in March 2022 after supporting modifications of the WAC. These temporary changes are in effect for 6 months until September 2022. At that time the Operating Rule will revert to its provisions as of November 30th, 2021, unless this Sunset Clause is repealed.)

RULE 10 - HOLIDAY OFF-DUTY PENALTY

No member shall decline an assignment on Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, December 24th, December 25th, December 31st and January 1st. Violation of this rule will incur a mandatory deduction of two (2) days distribution plus the penalty hereinafter set forth for failure to comply with these rules. Further, no comp days may be used on these dates. A comp day taken on a day prior to one of the named holidays shall terminate at 2400 hours on the day prior to the holiday, irrespective of the time of commencement of the comp day. A member affected by the termination of the comp day at 2400 hours on a day prior to the holiday shall be available for dispatch at 2400 hours of that day. At the discretion of the Pilot, the Pilot may accept the job assignment at 1730 or 2400. The intent of this rule is so that no member may be required to work in place of one who arbitrarily refuses an assignment on these important holidays. AMENDED: 7/84, 5/85.

RULE 11 – Temporary True-up days for the 2022 Rolling Start schedule transition

In order to complete the transition to the rolling start schedule, some pilots will be asked to work True-up days. A True-up day is a day when an off-duty pilot may elect to be available for assignments between March 29 – April 7 when there are shortfalls in pilot availability. When a Pilot makes themselves available for a True-up day, that Pilot may be assigned by Dispatch between 0800 that day through 0759 the following day. If not assigned during that period, the Pilot will still receive a True-up day. True-up days are similar to an Unfunded Comp Day with the exception for the special provisions noted in this rule.

1. True up days must be used within the period of 3/29/22 and 4/15/23.
2. Holiday Use - a True-up day:
 - a. Can be taken on an official PSP Holiday without repercussion by those Pilots identified as having worked that specific Holiday in the four prior consecutive years.
 - b. Can be used without repercussion by those Pilots identified as previously scheduled to have Thanksgiving off and are now scheduled to work on Thanksgiving in 2022.

Can be used without repercussion by those Pilots identified as previously scheduled to have Christmas off and are now scheduled to work on Christmas in 2022. (Sunset Clause: The amendment made to this Operating Rule in February of 2022 are temporary changes in effect until 4/15/2023. At that time this Operating Rule will automatically revert to the old relief rule 11 which was deleted by ballot in 2000.)

RULE 12 - BRITISH COLUMBIA ASSIGNMENTS

The acceptance by a member of an assignment to pilot a vessel from a British Columbia port to a Puget Sound port at the termination of an assignment from Puget Sound to British Columbia is mandatory. If at the time of receipt of an assignment between Puget Sound and a British Columbia port a member is advised that pilotage service for a vessel bound from British Columbia to a Puget Sound port may be required, the member shall, upon arrival at the British Columbia port, telephone the Seattle Pilot Station before returning, and be subject to being held over for a maximum of sixteen (16) hours for assignment to the vessel bound to a Puget Sound port. The pilot shall not, however, be held over for an assignment which may depart less than five (5) hours after the completion of the original assignment to a British Columbia port. AMENDED Ballot 1-06, Feb 2006.

In the event there will be two (2) pilots in British Columbia capable of piloting a single vessel scheduled to sail from British Columbia to Puget Sound, the vessel shall be assigned to the Pilot scheduled to arrive in British Columbia last. The purpose of this Rule is to more efficiently utilize the available Pilots. AMENDED: 7/91.

RULE 13 - RESPITE GRANT OCCASIONED BY DEATH

In the event of the death of the spouse, parent, child, parents-in-law, brothers, sisters, or grandchildren of an active Pilot, the Pilot shall be permitted up to five (5) days relief from rotational duties to attend to family affairs within the seven (7) days immediately following the death. AMENDED: 5/87, 1/88.

RULE 14 - PILOT COMMISSION MEMBERS

Deleted and Consolidated into Operating Rule 15 - 8/21

RULE 15 - DIRECTORS, COMMITTEE, PILOT COMMISSION, & OTHER MEETINGS

A. Meeting Assignments: The President and Board have the sole authority to call any meetings which are not otherwise specified in the bylaws and the assignment of Pilots to those meetings as they deem is in the best interest of the association. When a pilot's attendance is required to represent the Association either internally or externally, or when attending Association sanctioned training, they shall be assigned to a meeting. These meetings shall be considered assignments. The President shall determine if meetings are to be virtual or in-person for all or some of the participants. The President may assign preparation time before the meeting if appropriate. If meeting attendance is to be in person, their check-in prior shall be at Seattle or Port Angeles, as appropriate. If attendance is to be virtual, their check-in prior may be without regard to Seattle or Port Angeles. With the President's approval a Pilot may request to be checked-in at Seattle prior to virtual meeting, if necessary for meeting preparation. Before assignment to one or more sequential meetings, pilots shall be given ten (10) hours rest after check-in from their last revenue producing assignment. For in-person and virtual meetings, the assignment times in Operating Rule 2 shall not be applicable and no travel time is provided. After the meeting, check-in shall be upon the meeting's adjournment, including the appropriate travel time if in-person, in accordance with Operating Rule 2, thereby returning to rotation in the same manner as a pilot completing a ship assignment.

- B. Members attending meetings during their respite periods shall not be entitled any extra respite, except that Pilot Commissioners who are required to attend Pilot Commission regular, special, or committee meetings, or perform investigations during their respite periods shall be entitled to additional respite day(s) to be used within 12 months of them being earned; not to be used May through September.
- C. Special Rules for Combined Meeting/Ship Assignments: When assigned to a meeting, an on-duty pilot may also be assigned a ship assignment(s) that so long as both the meeting and assignment(s) can be completed within twelve (12) hours between 0600 and 2400, or 13 hours between 0800 and 2200. If any part of the meetings or assignment(s) are planned to fall between the hours of 0000 and 0600 they shall not be combined. If a pilot is so assigned, after the meeting, check-in shall be upon the meeting's adjournment. Normal assignment times and travel times will apply to the subsequent ship assignment. Notwithstanding the above, if the location of an in-person meeting is within the same port where the subsequent ship assignment originates provisions for multiple harbor shifts apply, and the meeting will be considered one of the harbor shifts, so long as assignment preparation time is allowed. For the purpose of this subsection any meeting attended while at the Port Angeles Pilot Station shall be considered in-person. When there are multiple Pilots attending a meeting, this provision shall be exercised in rotation: the Pilot with the oldest check-in shall receive additional assignment(s) first, continuing as necessary with the other pilots. AMENDED 2/17, 3/21, 1/22.

RULE 16 - ATTENDANCE AT HEARINGS

Any member whose presence is required at a hearing or investigation conducted by the U.S. Coast Guard, Board of Pilotage Commissioners, or at a trial in a state or federal court, resulting from an accident to a ship in the member's charge, or who has been selected involuntarily to serve on a state or federal jury and who can demonstrate said member has exhausted all avenues of appeal, including timely notification and request for assistance of the PSP office, for relief from such jury duty, shall be removed from the rotation list at the time the member's presence is required. Upon termination of the proceedings, the member shall revert to the position on the rotation list said member occupied at the time the hearing or trial convened. AMENDED: 5/90.

RULE 17 - MEMBERS ON RESPITE, SERVICES REQUIRED

Whenever the volume of shipping requires, members on respite or vacation may be requested to perform assignments. The number of assignments to respite members may be one (1) or more during any twenty-four hour period. If a respite member is dispatched to Port Angeles via transportation, the dispatcher on duty shall assign the member to an inbound ship which will enable the member to return to the vacation or respite roster within twenty-four (24) hours. A member on respite who is dispatched via vessel to Port Angeles shall have a check-in time in Seattle of three (3) hours after the member's arrival at the station in Port Angeles. Provided, however, this rule shall conform to license limitations and rest period requirement. When a member is required, pursuant to this rule, to take assignments during the member's respite days or vacation, the member shall receive credit for an extra day of work. These extra days shall be

called "Comp Days". A comp day worked shall begin at the call time of the first assignment without regard to the 1730 courtesy call time, and will end 24 hours later, without regard to the 1730 courtesy call time. The Secretary shall maintain records of the extra days worked by each member and shall call members in strict rotation as directed by the Secretary, and the monthly distribution statement shall include a tabulation of extra days accumulated by each member. With the exclusion of days enumerated in Rule Ten and subject to the limits of the last paragraph in this Rule, a member who has accumulated comp days may use one or more of them at the member's discretion in lieu of a workday, provided that the Pilot gives adequate notice to the dispatcher. AMENDED 9-12.

In the event a Pilot who has accumulated comp days retires or becomes disabled, the Pilot shall be entitled to use all said Pilot's comp days prior to commencing retirement pay. A Pilot who has given notice of retirement may not transfer comp days to another pilot during the six (6) month period preceding the Pilot's retirement date, except for previously existing comp day debt to other Pilots and except for charitable contributions not requiring any other Pilot to work on the retiring Pilot's behalf. Comp days are fully equivalent to workdays with respect to a Pilot's right to respite days and vacation time.

Comp Days Created May 1, 2021 or Later: Comp days earned before May 1, 2021, are referred to as Old Comp Days. Comp days created on or after May 1, 2021, are referred to as New Comp Days. When a New Comp Day is earned, the Value of the Comp Day Earned shall be set aside in a reserve account and not treated as normal pilotage revenue for purposes of distribution to the members. The Value of the Comp

Day Earned shall be twice the net value of a Duty Day as delineated in the most recent audited financial statement of PSP issued before the comp day was earned.

When a New Comp Day is used by the pilot in lieu of a workday, the Value of the Comp Day Used shall be returned to the general operating account and treated as normal pilotage revenue for purposes of distribution to the members. The Value of the Comp Day Used shall be the same as the value of that comp day when it was created.

Whenever a pilot uses a comp day in lieu of a workday, that comp day used shall be a New Comp day if the pilot has any accrued New Comp Days. The accounting method to be used to determine the order in which New Comp Days are used will be Last In, First Out. For example, if a pilot earns comp days on May 2 and May 10, and then uses a comp day in lieu of a workday on May 25, the May 10 comp day will be removed from the books and the funds set aside in the reserve account for that day will be returned to the general operating account and treated as normal pilotage revenue for purposes of distribution to the members. AMENDED: 4/92, 5/04, 8/18 and 4/21.

Rule 17 was interpreted in Ballot 2-13 to provide that pilots at the top of the comp day list who are not offered a comp day job due to license limitations, shall retain their position at the top of the list until they are actually called for a comp day job.

RULE 18 - PILOTAGE ASSIGNMENTS

A member shall not perform pilotage on vessels subject to the Pilotage Act, unless duly assigned in accordance with the Operating Rules.

RULE 19 - MAJOR MEDICAL COVERAGE

A Pilot who is unfit to perform the duties of a Puget Sound Pilot due to a major injury or illness, shall, after fourteen (14) duty days of such injury or illness plus respite days, participate fully in pilot distributions for a period not to exceed twenty-four (24) weeks until the Pilot is declared fit for duty.

The Pilot or the Pilot's representative shall present to the President and the Directors certificates satisfactory to them of the Pilot's inability to perform the duties of a Puget Sound Pilot. The President and the Directors shall then approve the participation in pilot distributions subject to the following provisions:

1. Distributions for the first fourteen (14) duty days shall be the responsibility of the Pilot who is unfit for duty. (That is, the first fourteen (14) days shall be charged against the Pilot's accumulated or future vacation days or accumulated comp days or in accordance with Operating Rule 4 or shall be uncompensated.) A pilot seeking major medical shall specify in writing how the first 14 days will be covered. Any such designation can be made or changed up to the time that the pilot returns to duty. In the absence of a written designation, days will be covered first with then accumulated vacation, second with accumulated comp days and third with un-accumulated future vacation days. Pilots using un-accumulated future vacation days shall pay back such days by working an equal amount of days during their next accrued vacation(s). To the extent that a pilot has used un-accumulated future vacation days to cover his or her 14 day obligation and does not return to work long enough to accrue the vacation days taken, the amount paid by PSP for those days

shall be deducted from any retirement or equity buy out payments due to the pilot from PSP. AMENDED:12/90, 9/10.

2. The President and the Directors may at their request and expense have a second opinion rendered by a Commission doctor whose opinion as to fitness shall be final and conclusive.
3. Except as provided in Subsections 3(a) and (b) below, the major medical provisions may not be invoked for the same injury or illness more than once in any twelve (12) month period following the date of the injury or illness. In addition, a pilot on major medical must return to full duty status for at least twenty four (24) weeks before the provisions of this Rule may again be invoked for any injury or illness, except as provided in Subsections 3(a) and (b) below.
 - a. If a pilot returns to duty before the twenty-four (24) week major medical coverage period ends and, within ninety (90) days of such return, the pilot is again unable to perform the duties of a pilot due to the same illness or injury, that pilot may return to major medical coverage for the remainder of the 24 week period.
 - b. A pilot invoking section 3(a) must provide satisfactory medical evidence to the organization of his or her inability to perform the duties of a pilot and that such inability is due to the original illness or injury.
4. Pilots on major medical who are fit to do so, shall participate in the association business, activities or duties as requested by the president or Board of Directors. Unless the President indicates otherwise due to unusual circumstances, a Pilot on major medical who is fit to do so, will be available from Friday at 1700 to Monday at 0800 on at least two weekends per month to take calls and cover operational issues

in place of the President so that the President can have the weekend off- duty. All phone calls will be routed to the pilot on major medical. Pilots who will be doing this duty will be oriented by the President on the types of issues that will be covered by this duty.

5. Every 30 days after the start of major medical, a pilot on major medical shall provide a written opinion from a doctor that the pilot is or is not fit for the administrative tasks described herein until such time as the doctor's opinion is that the pilot on major medical is fit to perform such tasks.
6. Under no circumstances will a pilot on major medical be requested to perform any duties that would in any way interfere with or delay that pilot's ability to return to work. AMENDED: JAN 2014.

RULE 20 - AMENDMENTS TO OPERATING RULES

The Operating Rules may be changed or amended by a majority vote of the members voting. Voting is to be accomplished by secret postal ballot or secret electronic vote as may be provided in the By-laws. Those present at a membership meeting that has a quorum may authorize a vote, or it may be initiated by the Board of Directors. AMENDED: 7/86, 7/07, 2/08.

RULE 21 - TRAVEL EXPENSES

Deleted by Ballot #2-21, 3/21.

RULE 22 - PENALTY FOR FAILURE TO COMPLY

Should any member without good and just cause, fail to comply with one or more of these Operating Rules, the President shall cause to have withheld from that member's distribution, for the subsequent month following the infraction, the sum of \$500 for each and every violation. Should the member so affected believe such funds were wrongfully withheld or should the member believe there were sufficient mitigating circumstances to warrant rescinding such action, the member may, in writing, appeal to the Board of Directors. Their decision in this matter shall be final and binding.

RULE 23 - WATCH EQUALIZATION

When determined by the Board of Directors that an inequality of the watches exists which requires a modification of the watch compliments, then the Board shall act as set out below. In making its determination, the Board may take into account license grades and/or the total number of pilots on a watch. For purposes of watch equalization, the President shall not be considered as a member of either watch.

1. Solicit a volunteer(s). If more than one pilot volunteers then the volunteer with the lowest license number with the necessary license grade shall be transferred.
2. If there is no volunteer then the pilot with the highest license number with the necessary license grade from the watch that has the most licensed pilots would be transferred to the opposite watch.
3. A pilot who transfers as a result of a board declaration of inequality has a one-time right to go back to his or her original watch when the board declares another inequality of the watches. A pilot transferred involuntarily has priority in transferring back to his or her original watch over a pilot transferring voluntarily irrespective of

seniority. If there is more than one pilot transferred by the same means, the pilot with the lowest license number shall have priority in transferring back.

4. A pilot who transfers for the purpose of Watch Inequality shall have the right to use a comp day on a holiday of his or her choice without the penalty imposed by Operating Rule 10 once a year during the first three years after the transfer.

AMENDED: 8/08.