



To: All IBT Represented Technicians & Flight Simulator and Related Employees
From: The IBT Contract Implementation Team
Date: February 17, 2017
Subject: Commuter Protection – How to Register with the Company

**Implementation
Update**

With the ratification of the JCBA, LOA 32 Commuter Protections is new language for many of our Technicians and Managers. Below are the steps necessary to register with the Company.

- 1. How do I register my intent with the Company as a Commuter?**
 - a. Read and understand the provisions of LOA #32 Commuter Protections
 - b. Complete the Notification of Commuter status form and return it to your supervisor or administrative manager, and retain a copy for your records
 - c. Notify your shop steward that you have registered as a commuter

- 2. Do I have to renew my letter (Form)?**
 - a. Yes, when you change your commuter status to another work location or relocate your residence