

## MY PAYCHECK – FREQUENTLY ASKED QUESTIONS AND ANSWERS

(Updated 4/30/20)

I am being asked to report to work for a normal shift beginning May 1. What happens if I report to work, log in and then find out there is no work available?

Beginning with the pay period May 1, PTC is going to back to a normal work schedule. PTC will pay all drivers their normal average weekly pay based on a 5 day workweek if the drivers report to work each day they are on the schedule, even if there is no work available or if a driver only works a partial shift. Drivers must report to work each day and be available for the full shift in order to qualify for the average weekly pay.

What happens to my pay for the week if I get held up at a delivery site and cannot complete the last load assigned to me for a particular day? Is that considered refusing a load?

If a driver encounters a situation that is beyond his control and does not have time to run a load dispatched to him, dispatch will verify the time constraints and if the load would put the driver over hours, the load will be removed. The driver would still qualify for his average weekly pay. The inability to run a load due to time constraints beyond the driver's control is not considered refusing dispatch.

Can I call dispatch to see if I have loads assigned to me and avoid my commute if I have no loads available?

No. We are requesting all drivers to prepare for work each day they are on the schedule and report to work with the intent of running a full shift. Drivers that show up for work on time and log in will be paid their average weekly pay whether or not they run a single load. It is important for all employees to get back into a work mindset and reporting to work on time will help with the transition back to a full work schedule. Also, many customers are making last minute requests and our LC's may not get the request until an hour or even 30

minutes before the beginning of a shift. If the LC has already told driver he does not need to report to work, PTC has missed an opportunity to run a load for the customer. Please do not call your LC's to see what your loads are for the day, they may not know until just before your shift begins.

When there is not enough work for all drivers assigned a shift, who determines which drivers get the day off?

Each terminal will have a rotating system based on an equal distribution of work days with consideration given for the nuances of each individual terminal.

How is average daily pay calculated?

Generally, average daily pay is based on the employee's earnings from his anniversary date for the past 52 weeks. For instance, a driver made \$52,000 from his anniversary date of 12/1/18 to 11/30/19. His average daily pay would be \$200 per day ( $\$52,000 / 52 \text{ weeks} / 5 \text{ days}$ ). Generally, drivers with less than a year of service had their average daily pay calculated based on months of service. Average daily pay is the same pay as a PTO day.

Can I earn back a PTO day I used in April?

No. Once a PTO day has been used, it has been spent. There is no provision to earn the days back.

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I would like to file for unemployment since I am working less than my full shift. Can I do that?

Right now, PTC is not furloughing any employees. We believe it is in the best interests of PTC, our employees and our customers to continue in the workforce. While furloughed employees can file for unemployment, all company paid benefits would cease, employees would lose any accrued PTO days AND their seniority. They would also lose their loading privileges at the terminals. The cost of losing health, dental and disability benefits and converting to COBRA would outweigh any financial gains possibly offered by unemployment insurance.

I don't have any PTO days left and I don't reset until May. Can I use my PTO days early?

Yes. We are advancing all employees 4 PTO days regardless of reset date. The advanced days will be deducted from the PTO days employees receive on their anniversary date. These advanced PTO days will be for the pay date beginning April 13<sup>th</sup> and can be used one per week over the next 4 weeks.

I have a family vacation planned in the fall and want to save all my PTO days for the trip. Do I have to use my PTO days during April?

No. Use of employee PTO days is at the discretion of each employee. If you do not want to use your PTO days, you do not have to do so. Your terminal manager will be putting together a weekly list of employees that want to use their PTO days each week. Please let him know that you DO NOT want to use your days.

Is PTC getting the 10 million dollar loan the federal government is giving to businesses and what does that mean to me?

PTC is exploring all avenues offered by the government to help all of us get through this pandemic. Options include the paycheck protection program. As of today, we have not filed for any of the loans and don't know what the full requirements will be. We are working on this daily. However, we do know that we will NOT qualify for a 10 million dollar loan. If and when we receive any loans under the paycheck protection program, the funds will be used to supplement drivers' pay up to their average weekly pay prior to the pandemic. All drivers will benefit from any government loans.

What are corona virus relief days, how do I get them and who is paying for them?

Corona virus relief days were created by PTC's management team to help ease the economic burden caused by the corona virus. Employees are encouraged to use one PTO day per week for four (4) weeks beginning with the April 13<sup>th</sup> pay date to help offset the temporary reduction in their pay. If employees chose to use a PTO day, PTC will match their PTO day with a corona virus relief day. PTC will cover a significant amount of the costs; however, PTC's management team, terminal managers, administrative staff, logistics coordinators and fellow drivers are allowed to donate their excess PTO days to the fund. Absolutely NONE of this money is coming from the government.

I requested a week of vacation in late April but my trip has been cancelled. Can I change my vacation request and use my days a day or two each week?

Yes. You may use up to 2 PTO days per week for the pay date beginning April 6<sup>th</sup>. However, unused PTO days will expire on your anniversary date. PTC will only match 1 PTO day each week for 4 weeks beginning with the pay date 4/13.

Is the corona virus relief day taxable or tax free?

Taxable

Can I change my federal and state tax exemptions to have fewer taxes withheld during the pandemic?

Yes. Please see your terminal manager for the appropriate forms.