



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION NOTICE

#2022-009

Effective 0001, Tuesday, March 1, 2022

To: ALL CONCERNED

Subject: General Notice - Transportation

Purpose: Update to Entire Document

GN 1.0 Attendance

GN 1.1. Standards for Employee Attendance-Update

The BRC has issued an updated Standards for Employee Attendance Policy, effective March 1, 2001. The updated policy can be viewed on the BRC Website under the Employees tab and by selecting the Policies & Procedures. This General Notice governs all employees, to include all crafts working in the Transportation Department.

GN 1.2 Lay Off Request

GN 1.2.1 Laying Off Sick

Employees may be required, upon return to work, to furnish documentation validating the reason for the absence.

GN 1.2.2 Layoff Request in Advance of Call Time

Employees marking off in advance of on-duty time or after accepting call must do so at a minimum, 2.5 hours, prior to start time of the assignment to avoid delay.

GN 1.2.3 Calling Relief (On Assignment)

Employees calling relief and finding it necessary to leave prior to the expiration of shift, regardless of the reason, must immediately contact the Operations Manager or Terminal Manager on duty to obtain authorization to absent themselves from their assigned duties.

Contacting the crew caller directly before taking this step is not acceptable.

Employees may be required, upon return to work, to furnish documentation validating the reason for the absence.

GN 1.2.4 FMLA Layoff Process

Transportation Employees wishing to lay off from duty using previously approved Family/Medical Leave (FMLA), must coordinate all lay off requests through the Work Partners Hotline. Work Partners has been contracted by the BRC to administer the FMLA Process.

Work Partners provides a 24-hour hotline number for BRC employees to use when they need to layoff for FMLA:

(844) 202-0116

When employees desire to lay off from duty for an FMLA layoff, they are responsible for contacting Work Partners directly. Work Partners will then approve or deny the request and forward approvals to the BRC for a 24-hour layoff. FMLA layoffs will not be granted for less than 24 hours from time of request. Once the employee has contacted Work Partners, they are then responsible to contact the BRC to ensure the layoff has been approved.

Confirmation calls **MUST** be made by employees to the following individuals, before an FMLA layoff is considered approved:

TY&E employees, including Switchmen, Conductors, Engineers, and Yardmasters must contact the BRC Crew Board: (708) 496-4059.

Train Dispatchers must contact the Terminal Managers: (708) 728-2259.

Transportation Clerical Employees must contact the Chief Clerk: (708) 496-4117.

When employees desire additional FMLA layoff time, greater than 24 hours, a second request must be made by the employee to Work Partners for processing, prior to the expiration of the first 24-hour layoff and then followed by another confirmation call.

Refer to the General Notice, for information on handling of layoff requests for reasons other than FMLA.

All requests for FMLA layoffs must be initiated by the employee to Work Partners, not less than 3 hours prior to on-duty time.

GN 1.2.5 Layoff Request for Union Business

Employees wishing to mark off Union Business (UB) must provide the carrier with a minimum of 24-hour notice. When the layoff duration is three or more days, five-day notice must be provided.

The notice provision does not apply in those limited instances where the carrier is the moving party, for example a meeting or investigation scheduled on short notice at the carrier's request.

Union Business (UB) mark-offs are limited to a single calendar day, unless specifically authorized by the Terminal Superintendent in advance for a longer period. The General Chairman (or designee) must decide with the Terminal Superintendent when employees, other than the Local Chairman need to be laid off for union business. Local Chairman may make their own arrangements.

The number of employees permitted to be off for Union Business (UB) at the same time will not exceed three unless prior arrangements are made with the Terminal Superintendent.

Union Business (UB) mark-offs on weekends and after 1201 on Fridays will be limited to the General Chairman and Local Chairman unless prior arrangements have been made with the Terminal Superintendent.

Union Business (UB) mark-off requests can be denied, at the sole discretion of the carrier, when granting same would result in the inability to fill assignments, inability to accept foreign line trains, or insufficient workforce to protect vacancies is available. This is particularly likely to occur on weekends and holiday periods.

GN 1.2.6 Assigned Days-Off Request

Crew Board Office maintains assigned off day records and the seven choices of employee preference for rest days. The employee making the request to change rest days, will affix his/her signature to the bottom of the card to verify the card displays the information correctly. When a change of rest day card has been completed, previous cards will be destroyed.

GN 1.3 Return to Work

GN 1.3.1 Vacation

Employees returning from vacation must markup no later than 0800 on the day following the last day of scheduled vacation.

GN 1.3.1 Illness, Medical Condition or Off Duty Injury

Transportation Department employees who are off work due to an illness of more than ten consecutive, uncompensated days, a medical condition, or an off-duty injury must provide the following information to the Assistant Superintendent's office in writing. This information must be provided **PRIOR** to returning to work:

Explanation and purpose of absence:

- If the absence was due to a medical condition or off-duty injury, the employee is to contact the Assistant Superintendent's office to obtain a Doctor's Return to Work Form. This form is to be completed by the attending physician and returned to the Transportation Office. These forms are reviewed by Human Resources prior to authorizing return to duty.
- Employees off duty due to a medical condition or off-duty injury may be required to attend a medical examination at a carrier designated medical facility and, if deemed necessary, complete a functional capacity evaluation prior to returning to work.

GN 1.4 Phone Information

GN 1.4.1 Employee Contact

Employees must have a primary telephone number and a secondary phone number on file at the Crew Board Office or respective craft equivalent.

It is the responsibility of the employee to ensure that any phone contact numbers on file for them are fully functional and able to receive calls.

Employees, when subject to call, may also request to be contacted at an alternate telephone number. However, the use of an alternate telephone number is permissible only after the employee contacts the Crew Board, Clerk, or other craft equivalent.

GN 1.4.2 Answering Service, Voice Mail, Busy Signal or Line Interruptions

When answering machine, voice mail, busy signals or line interruptions are encountered, when attempting to contact employees, they are considered a "no answer."

In those instances, where an answering machine, voice mail, busy signals or line interruption is encountered at the primary number, another attempt will be made using the secondary number. If again unsuccessful, a final attempt will be made using the primary number.

If an answering machine, voice mail, busy signal or line interruption is again encountered at the primary number, the employee will be considered as having "Missed the Call." It is not the responsibility of the company to contact the telephone company to perform line verification or interruptions.

GN 1.4.3 Emergency Phone Numbers

Employees are responsible for providing the company with a current emergency contact number which will be documented on the employee's personal file.

GN 2.0 Efficiency Testing

GN 2.1.1 Operational Test and Inspections

BRC Officers are required to conduct tests and inspections of BRC employee performance by federal law. These evaluations are to assess employee performance as it relates to BRC rules and federal regulations

GN 2.1.2 Request for Evaluation of Testing Event

If an employee perceives that an efficiency test was not performed fairly, or was not managed in accordance with the rules, they may elevate the issue for further evaluation.

When this is done, the employee may make an appointment with the Director of Safety & Compliance to have an evaluation of the event conducted within 7 days of the date of the testing event.

GN 2.1.3 Records of Operational Tests and Inspections

Employees wishing to obtain any records related to their testing should contact the Director of Safety & Compliance or Assistant Director of Safety during normal business hours.

GN 2.2.1 Critical Rules for Efficiency Test - Transportation

Category	Rule
Drugs and Alcohol**	<u>GCOR 1.5</u>
Electronic Devices*	<u>GCOR 2.21</u>
Blue Signal and Bowl Tracks Protection	<u>GCOR 5.13/7.13</u>
Other Than Main Track/Shove Moves*	<u>GCOR 6.28/6.5/6.5.1</u>
Switching Safely and Efficiently*	<u>GCOR 7.1</u>
Testing Handbrake/Securing Equipment	<u>GCOR 7.5/7.6</u>
Position of Switches & Derails*	<u>GCOR 8.2/8.20</u>
Sufficient Distance	<u>SAF 20.2.2/20.2.3</u>
Three Point Protection (Between Equip.)	<u>SAF 20.5.4</u>

GN 3.0 Tie-Up Procedures

GN 3.1.1 Automated Crew Tie-Up (TY&E)

Automated crew tie-up and information computer terminals are in service at the following locations:

- Building 2 (Old Crew Board Office) Lunchroom
- East Yard Office
- West Yard Office
- East Hump Shanty
- West Hump Shanty
- West Hump Conductor
- East Hump Conductor

Employees are not required to sign into work using this system.

To access the system, and properly tie up from duty, each employee is required to create a personal password. This password is numerical and cannot exceed eight digits. This password is not to be shared with any other employees.

Conductors are responsible to ensure their crew ties up properly.

All crews and single man assignments must tie-up using the automated system.

BRC Form 3207 (Time Slip) must be completed and signed by each crew and single man assignment.

This is a federal requirement, as prescribed in 49 CFR 228.9(a)(1) Hours of Service, Records; General.

Early hump assignments (0630,1430, 2230) may tie up as a unit, including the Hump Conductor, Conductor, and Helper.

Yardmasters are to tie-up with the Crew Dispatcher by telephone.

Employees working the following assignment types must complete paper time-slips. Crews submitting paper time-slips in these circumstances must also tie-up with the Crew Dispatcher by telephone, and fax copies of the completed paper time slip to the Crew Board.

- Assignments terminating at South Chicago
- Employees attending classroom training (Rules, Safety Mtg or RCO)
- Employees working as RCO Mentors and RCO Trainers

TY&E employees completing FRA Time Slips will arrange to scan the signed time slip as outlined below. (cont.)

After scanning the document, place it in the time slip box located at on duty points.

Note the work orders are scanned to a different scan folder, the time slip folder in the fax/scanners is for signed FRA Time Slips only.

Process:

- Select the **TIME SLIPS** Button on the MFP as shown.
- Scan the document.
- Deposit the signed document in the time slip box at on duty points. Note: Work orders are not to be submitted using the TIME SLIPS button.

GN 3.1.2 Proper Tie-Up

Employees are to tie up at the starting point of the assignment upon completion of the assignment.

The automated system must be utilized, see GN 3.1.1 upon release from duty.

If unable to use the automated system, tie-up may be accomplished by contacting the Crew Board Clerk, but the employee is solely responsible for submission of the signed hours of service record as prescribed in the rules.

GN 3.2.1 Time Slips

Completed time slips must be submitted at the end of the tour of duty.

Time slips must be signed to certify that the information documented on the time slip is correct. This is a federal requirement, as prescribed in 49 CFR 228.9 (a) (1) Hours of Service, Records, General.

GN 3.3.1 Submission of Delay Reports

All transfer, industry, Utility-position, and miscellaneous outside assignments must complete a delay/work report during their tour of duty. The Delay/Work report is to be faxed to the Chief Clerk and submitted within the FRA Hours of Service documentation for the trip.

- Information to include:
- Train build time
- Air Test completion
- Departure Time
- Cars Spotted at Industry
- Cars Pull from Industry
- Number of Interplant movement at Industry

All delays more than 15 minutes to and from a work location must be notated.

The Conductor's Work Report is to be faxed to the Crew Dispatcher at (708) 728-2283. Conductors will then contact the Crew Dispatcher by phone at (708) 496-4059 to verify receipt and resolve any outstanding questions.

GN 4.0 Business Confidentiality, System Network and Computers

GN 4.1.1 Resources of Employee Questions

Any questions about the BRC Information Security Policy should be referred to your supervisor or Human Resource.

If you do not have questions, the BRC presumes that you understand and are aware of the rules in the Information Security Policy and will comply with them.

The full BRC Information Security Policy is available on the BRC website, or from your supervisor.

GN 4.1.2 Legal Hazard

E-Mail is a business communication tool and users are obliged to use this tool in a responsible, effective, and lawful manner.

Although, by its nature, email is less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email.

By following the guidelines set forth, the email user can minimize the legal risks involved in the use of email.

If any user disregards the rules set out in this Information Security Policy, the user will be fully liable and BRC will disassociate itself from the user as far as legally possible.

GN 4.1.3 Legal Requirements

The following rules are required by law and are to be strictly adhered to. BRC employees are prohibited to use the BRC e-mail system to:

- Send or forward emails containing libelous, defamatory, offensive, racist, or obscene remarks. (If you receive an email of this nature, you must promptly notify your supervisor)
- Forward a message without acquiring permission from the sender first
- Send unsolicited e-mail messages
- Forge, or otherwise attempt to forge e-mail messages
- Disguise or attempt to disguise your identity in the use of e-mail
- Forward confidential information without prior approval from a Department Head or Human Resource
- Send an attachment containing a computer virus

GN 4.1.4 Confidential and Proprietary Information

Each employee using Internet technology shall do so with sensitivity to the need to protect confidential and proprietary information of the Company. Employees must always assume that the Internet does not provide adequate measures to protect the security and confidentiality of transmitted information. Employees are **NOT** authorized to transmit any such information over the Internet without the advanced consent of his or her supervisor, or the Human Resource Department. Sending confidential information via e-mail is prohibited. If in doubt as to whether to send certain information via e-mail, check first with your supervisor.

GN 4.1.5 Software

No software, executable files, databases, or other "live" technology may be received through e-mail, downloaded from the internet, installed from external discs or other placed on any BRC computer without written approval from a manager. Prior to approval, the MIS Department shall assure that the information is appropriately licensed to use installed on BRC machines and is free from viruses.

GN 4.1.6 News Groups

Authority must be obtained from a Department Head prior to subscribing to a newsletter or newsgroups. Participation in chat rooms, newsgroups, social media sites, or net servers while using company computers or smartphones while on duty is prohibited.

GN 4.1.7 Internet Access

Access to the internet is intended for legitimate business purposes as determined by the BRC. Only properly licensed software and browsers that are placed on the system by the MIS Department may be used to gain access to the internet.

The Internet is a tool that is intended for company business, and not a right of an employee. Good judgment must be exercised with Internet use. It is the responsibility of the employee to inquire with a supervisor as to the appropriateness of any Internet use in advance if unclear about any of the provisions of this Policy.

Employee use of the internet for any non-business reason during working hours may be considered a violation of this policy.

Avoid taxing computer resources by downloading large files or using site that use video or audio streaming off Internet.

GN 4.1.8 Network System Passwords

All passwords must be made known to the company. The use of passwords to gain access to the computersystem, or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

To strengthen cyber security, beginning April 1, 2019, the following password requirements will be effective for all Belt employees:

- Minimum of eight characters
- Must contain one or more of all the following:
 - Upper case letter
 - Lower case letter
 - Number
 - Special character (! #, \$, %, etc.)
- Must not contain:
 - BRC-specific terms (i.e., Belt, BRC, Clearing, etc.)
 - Common rail industry terms (i.e., hump, yard, track, signal, rail, etc.)
 - Names

Employees will be subject to the new standard as their current password expires. These requirements will generate stronger passwords, decrease the renewal frequency from the current 90 days to 120 days, and help keep Belt information safe!

GN 4.1.9 Email Accounts

All email accounts maintained on our email system are property of BRC. Passwords should not be given to other people and should be changed periodically. Email accounts not used for 60 days will be deactivated and deleted. It is prohibited to use the BRC's e-mail system for anything other than legitimate business purposes. Sending of personal emails, chain letters, junk mail, jokes, or executable files is prohibited.

GN 4.1.10 Email Retention Standards

All emails should be deleted after 60 days. If a user has sufficient reason to keep a copy of an email, the message must be moved to a folder "for archiving." Delete any e-mail messages that you do not need to have a copy of an empty your **TRASH** folder on a weekly basis.

GN 4.1.11 Encryption

Users may not encrypt any e-mails without obtaining written permission from their supervisor. If approved, the encryption keys must be made known to the company.

GN 4.1.12 Instant Messaging (IM)

Instant messaging has been installed on company computers to facilitate better, quicker communication between BRC employees, departments, and other railroads.

Employees working assignments provided with instant message capability must be logged on while on duty. When available, instant messaging is to be utilized as the primary means of communication in lieu of the telephone.

Directives and/or formal instruction provided via IM must be acknowledged and repeated prior to execution of the directive.

It is prohibited to:

- Send or forward an IM containing libelous, defamatory, offensive, racist, or obscene remarks.
- If you receive an instant message that of this nature, you must promptly notify your supervisor
- Disguise or attempt to disguise your identity
- Send an IM using another person's account

GN 4.1.13 System Monitoring

The BRC shall have the right to monitor and inspect the computer systems (hard drives and external drives), history files, log files and all other aspects of the Company computers and software for any reason at its discretion.

Employees have no right of privacy as to any item or communication using the Internet.

Inappropriate Internet use may lead to severe disciplinary action. This is including but not limited to accessing any sexually explicit materials, sexually oriented materials, or any materials in violation of BRC policy, including but not limited to BRC's policy on conduct, sexual harassment, and discrimination in the workplace.

Abuse of the Internet through inappropriate browsing may constitute negligence to duty, immoral conduct, criminal conduct, conduct unbecoming an employee, conduct bringing discredit to the Company, or other violations of BRC rules and regulations.

All the policies set forth above with respect to use of email shall apply equally to use of general Internet access, including but not limited to Web-based email application, chat room participation, newsgroup access and all other Internet related use and access.

This policy applies to any computer use that is in relation to performing duties as a BRC employee. Any violation of these policies may lead to disciplinary action, up to and including termination.

Users expressly waive any right of privacy in anything they create, store, send or receive on the Company's computer system.

The BRC can, but is not obliged to, monitor emails and Internet without prior notification.

If there is evidence that you are not adhering to the rules set out in this policy, BRC reserves the right to take disciplinary action, including termination and/or legal action.

GN 4.1.14 I-Buttons (Car Operation, Crew Board, Car Accounting, Train Dispatchers)

I-Buttons with personalized employee codes will be issued to each employee. The I-Button is to be used to access the Time Management System.

Damaged or defective I-Buttons will be replaced. If I-Buttons are lost, missing, or stolen that will be replaced with a \$25.00 payroll deduction.

Unauthorized use of the I-Button or access of the Time Management System on behalf of another employee is prohibited.

GN 5.0 Transportation Employees

GN 5.1.1 BRC Rules, Compliance Information and Company Policies – Website Access

BRC employees have access to all available rulebooks, general orders, notices, company policies and other information pertaining to rules and safety thru an employee portal on the BRC website.

Access the BRC website at www.belrailway.com.

GN 5.2.1 New Hires

New hires are an employee with less than (18) months of service.

GN 5.2.2 New Hires – Assigned Managers

New hire employees are required to contact their **ASSIGNED** manager weekly for the first six months of service.

They are required to contact their **ASSIGNED** manager once a month for the following 12 months.

GN 5.2.3 New Hires – Safety Vest Requirements (Green)

Switchmen with less than 12 months of service are required to wear a **green vest** while working. All other PPE requirements remain in effect.

GN 5.3.1 Utility-Position

Utility Employees will report to and receive instructions from the on-duty Operations Manager, Terminal Manager or Yardmaster as directed.

Transportation employees called for service on Utility position assignments must assure that they have all ~~own~~ supplied equipment, including RCO vests, lights, and radio microphones with them when reporting for duty to avoid delays in the event they are utilized upon to work positions using RCO equipment in the event of an unplanned vacancy.

Maintenance of RCO Certification is a requirement for working a Transportation Utility position assignment.

Employees tasked with performing service on additional assignments, other than work as a Utility Employee, must receive authorization from the Terminal Manager. This permission must be specifically notated on any claim for additional compensation.

GN 5.4.1 Reporting of OCU Box Number

Conductors, on yard assignments using RCO equipment, are responsible for ensuring that they input the number of the OCU boxes utilized by their assignment.

This is to be performed at the beginning of the assignment, unless otherwise instructed by proper authority.

When OCU boxes are changed during an assignment, or when OCU box numbers are not entered into the system when reporting for duty, OCU box numbers must be entered into the system prior to tie-up.

GN 5.5.1 Hard Hats, Vest and PPE

Transportation employees working in Work Train or Flagman service are required to wear hard hats and an Orange Reflectorized Vest. This is in addition to any other PPE required by the BRC Safety Rules.

Hard hats may be picked up from the Engineering Department.

GN 5.6.1 Dress Code (General Office Building-Hump Tower)

Dress Code (Office Environment):

Employees performing service in an office environment, including the General Office Building (GOB) or the Hump Tower are governed by the following dress code requirement while on duty.

Employee working in these locations must:

- Always wear a shirt with sleeves, shirts with collars are preferred
- Not wear shorts, cut-off jeans, torn jeans, sweatpants, sport pants, or baggy clothing
- Not wear sweatshirts or jackets with hoods in such a way that their head is covered while working.
- Not wear footwear that has open toes. Employees leaving the office environment and performing service while on duty at other locations must wear proper safety footwear as described in SAF-1, Rule 11.7 thru 11.7.4.
- Not wear any attire with written messages or slogans that may be perceived by anyone in the work environment as offensive in any way

Employee who are not properly attired to perform work are considered unprepared for duty, for the purpose of rule compliance.

GN 5.7.1 Company Identification Cards

Employees will be issued a Belt Railway Company of Chicago ID card. The color of the card signifies the employee’s assigned department:

Transportation	RED
Engineering	GREY
Mechanical	YELLOW
Accounting	GREEN
Police	WHITE
Management	BLUE
Visitors	ORANGE

Company ID’s must be visible while in office building and on person when on company property.

GN 5.7.2 Doorways

Key card locking doorways must not be blocked open.

Locking mechanisms must not be disabled or covered preventing the intended use of the lock.

GN 5.8.1 Personal Vehicle Rules

Employees parking private vehicles on BRC Property must ensure that each vehicle displays a BRC Parking Permit.

To secure a permit, employees must complete a vehicle permit record, one record for each vehicle they plan to bring onto the property. Multiple permits will be issued to employees, when necessary, if they bring more than one personal vehicle to work on a regular basis.

Permits must be displayed on the inside rear-view mirror, in the direction specified, to be following these instructions.

The BRC Police Department will maintain a list of vehicles and emergency contact information, which will be used solely to contact employees in the event with problems involving their vehicles.

Employees driving a vehicle onto company property without the required permit must notify the on-duty BRC Police Officer by phone at first opportunity.

GN 5.8.2 Parked Vehicles

Vehicles must be parked in designated locations only.

Do not block roadways, tracks, access to buildings or park near railroad crossings. Company vehicles must be backed into parking spots. Personal vehicles should be back into parking spots on company property wherever possible.

Unoccupied vehicles must have the parking brake set, and transmission placed in Park or Neutral (Manual Transmissions only). Unattended vehicles must have the engine turned off. The ignition key must be removed, windows closed, and doors locked.

GN 5.8.3 Vehicle Headlights

Employees operating company vehicles must ensure the lights are displayed any time the vehicle is in motion.

GN 5.9.1 After Action Review

The Belt Railway Company of Chicago (BRC) believes that through retrospective review of incidents and accidents lies an opportunity for the entire organization to learn. When an incident or accident occurs, which has a human factor component, the BRC reserves the right, at its discretion, to offer participation in the retrospective review process to the employees involved.

The retrospective review process used on the BRC is called After Action Review (AAR). AAR is a structured process, one that requires full disclosure of the factors involved in an accident or incident by all parties involved.

When, at BRC's discretion, AAR is offered as an alternative to traditional discipline, employees involved in an incident will be extended a waiver of discipline. This waiver outlines both their consent to participate in the process, and their commitment to reaching a successful completion of the process.

Employee participation in AAR is in lieu of traditional discipline.

An offer of participation in AAR is based upon the conclusions reached during the initial investigation of the incident, and solely relates to factors where the employee's actions are deemed to be neither malicious nor intentional, and where an error has occurred. An offer of AAR is made at the sole discretion of the BRC management team and will be based upon the particular facts of the instant case.

As a record of the successful completion of AAR, the employee agrees to accept a formal counseling event as the sole discipline for the human factor incident, this event is recorded, and a copy of the AAR will be placed in the employee's personnel file. AAR participation does not affect mandatory periods of suspension from performing tasks requiring certification, when specified by applicable federal regulations.

If an employee accepts a waiver of discipline accepting AAR, and then fails to fully participate, the BRC retains the right to withdraw the offer and pursue formal discipline as outlined in the applicable CBA.

GN 5.10.1 BRC Safety Concern Form

If you have a safety concern that you would like to report. There is now another option available to you and it is called "BRC Safety Concern Form."

This form can be found on all computers connected to the BRC network. Look for the BRC Logo on the screen titled "BRC Safety Concern Form."

This new electronic form is simple to fill out and requires three steps:

Concern – (Fill in your concern)

Date – (Select date of the report)

Department – (Select the department that the concern needs to be addressed by) and submit.

That is, it. If you have any questions regarding the new process, feel free to reach out to your supervisor.

GN 6.0 Safety Incentive Awards

GN 6.1.1 Safety Incentive Award – Program Information

Safety awards be issued twice annually. The first program running from January 1st thru June 30th, the second from July 1st thru December 31st. These two time periods are known as qualifying periods. Awards can be selected in July and January for all employees who have met the criteria for an award.

To qualify for an Individual Safety Incentive Award, Transportation Department employees must meet the following criteria:

1. ZERO Reportable Personal Injuries:
2. An employee experiencing an incident during a six-month qualifying period will not be eligible to receive a Transportation Department Safety Incentive Award. Discipline Events:
 - An employee experiencing a discipline event, including an FRA Revocation during a six-month qualifying period will not be eligible to receive a Transportation Department Incentive Award.
3. Human Factor Incidents:
 - An employee found responsible, in connection with a Human Factor Incident (i.e.: Derailment, Run- thru Switch, Derailment, etc.), during a six-month qualifying period will not be eligible to receive a Transportation Department Safety Incentive Award.
4. Attendance:
 - Employees with less than 90% attendance during a 6-month qualifying period will not be eligible to receive a Transportation Department Safety Incentive Award.

GN 7.0 Hour of Service Regulations

GN 7.1.1 T&E Service Employee

Train and Engine Service Employees cannot perform more than 276 hours of duty per calendar month. Employees reaching the cap on available hours for the month will be placed in an unavailable status and cannot perform service for the balance of the calendar month once the cap is reached.

Train and Engine Service Employees performing six consecutive starts will be placed into an unavailable status for 48 hours following tie-up on the sixth consecutive day. The Consecutive Days calendar on the HOS Document will reset to zero once the employee has not performed service on a calendar day.

Time spent after the 12 hours on duty is defined as limbo time, except where it is Incidental Service as identified in Federal Regulations. Limbo Time (Deadhead) may not exceed 30 hours per calendar month.

Managers contacting Train and Engine Service employees outside of duty will be required to notify the Crew Caller to have the hours-of-service logs modified, as necessary. This contact does not include incidental contact for duty, which is incidental, and not considered as on duty time.

When the employee is on a required undisturbed rest period, the railroad is not permitted to contact the employee by phone. The railroad may return a phone call at the request of the employee during the specific rest period, and the employee may contact the railroad at their own behest as they choose during the rest period. The railroad will not accept a blanket request to contact the employee during rest periods, as this is not in compliance with the regulations.

Mandatory service includes service such as the working trip, deadheading, waiting for deadhead transportation, attending rules classes and exams, and any other activity at the behest of the carrier.

Non-Mandatory service includes service not at the behest of the carrier, such as volunteering, or attending meetings or investigations at the request of a labor organization.

Transportation Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2019	047
2020	002
2021	034
2022	001, 004, 008, 009