



THE BELT RAILWAY COMPANY OF CHICAGO

ENGINEERING NOTICE

#2018-003

Effective 0001, Monday, January 1, 2018

To: ALL CONCERNED

Subject: Standards for Employee Attendance

This Notice governs all crafts working in the Engineering Department

The Belt Railway Company of Chicago (BRC) relies on our employees to fulfill their employment obligations so that we are able to meet the business obligations we have made to our customers. Attendance that is not regular and reliable directly impacts our operations and jeopardizes the prospects of profitability and continued employment. All employees are required to adhere to their prescribed working hours faithfully and are required to work full-time.

An employee will be in violation of BRC attendance standards when there exists a:

- Frequent or pattern of calendar weekend layoffs.
- Frequent or pattern of holiday layoffs.
- Frequent or pattern of layoffs on either side, or both sides, of rest days.
- Frequent or pattern of tardiness, leaving assignment early and/or unavailability to perform service.
- Frequent or pattern of layoffs within 2 hours of on-duty time.
- Frequent or pattern of sick layoffs without timely acceptable medical documentation.

BRC management will review employee attendance on a quarterly basis. When, in the assessment of management, attendance is being misused by an employee (*more than two (2) unexcused absences in a calendar quarter*), management will issue an "Attendance Advisory Letter" stating to the employee that there exists an attendance problem, specifying the date(s) involved, and issuing instruction to refrain from further attendance problems. BRC recognizes that situations and circumstances may impact attendance and management will use reasonableness in addressing these issues. Every effort will be made to identify those employees who have legitimate reasons for their absence. The appropriate departmental manager may develop a written "action plan" on a case-by-case basis specifying attendance requirements. Attendance coaching or referral for assistance may be available as long as the request for coaching or referral assistance is made by the employee prior to an event that results in a formal investigation.

Repeatedly laying off sick is considered unacceptable unless the employee provides timely medical documentation with an original statement signed by a medical practitioner that confirms the employee was unable to work the entire specified period or period(s) of absence, the reason(s) for the absences, and expected frequency of absences, if any, in the future. A telephone number of the medical care provider must also be included so that the period of absence can be verified. The stated period during which to provide documentation shall not exceed fifteen (15) calendar days. BRC reserves the right to disregard repeatedly incomplete or unsatisfactory documentation. Failure to provide evidence of illness or absence may be treated as an employee being absent under false pretenses. Employees found in violation of falsifying his or her reason(s) for absence may be subject to discipline, up to and including dismissal.

If violation of BRC attendance standards continues, even with medical documentation, an employee may be subject to formal investigation and may be subject to discipline up to and including dismissal. It is the responsibility of ALL BRC employees to fully comply with these standards

It is the employee's responsibility to fully comply with these guidelines. If there are any questions, contact the undersigned.

M. A. Ferguson
Chief Engineer
Belt Railway Company of Chicago

Engineering Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2018	001, 002, 003