

# THE BELT RAILWAY COMPANY OF CHICAGO



TRANSPORTATION DEPARTMENT

## CLERICAL EMPLOYEE RULES AND INSTRUCTIONS

# 1

Effective 0001

August 1, 2017

**SAFETY ABOVE EVERYTHING**

*A Proud History of Safety, Service, and Value, since 1882*

Patrick J. O'Brien  
President



## The Belt Railway Company of Chicago

### Transportation - Clerical Employee Rules and Instructions

#### Rules Applicability:

Effective August 1, 2017, the following rules and instructions will govern all Transportation Department - Clerical Employees.

In addition, instructions related to work process instructions for Transportation Clerks will be delivered using Transportation-Clerical Notices.

Modifications to the rules contained herein will be delivered using Transportation-Clerical Notices, under the signature of the Director - Agency and Customer Service.

Where instructions conflict, the most restrictive instructions will apply.

Employees will be tested on their compliance with these instructions under the BRC's Efficiency Testing Program.

Employees will be required to be conversant with these instructions, and pass required examinations on them as directed by proper authority.

M.M. Martinez  
Director - Agency and Customer Service

H.T. Kirman  
Director - Rules and Compliance

## Transportation - Clerical Notices

Transportation-Clerical Notices are available on-line from the homepage on the BRC website, subtitle **Employees**, then under the link **Operating Department**.

All employees have a password which is entered after a lower case (a). The initial password is also the lower case (a) followed by the employee number. Employees will be automatically prompted to create new password prior to the end of a 90-day period.

Additional Transportation-Clerical Notices will be issued, as needed, under the authority of the Director, Agency and Customer Service.

Included in this notice, is a summary of applicable rules that are applicable to Transportation-Clerical employees. Employees must familiarize themselves with these instructions, and assure compliance.

Employees in clerical service are expected to check the website not less than once per shift to ensure they have the most current instructions.

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## Transportation Department - Clerical Rules

The following rules are applicable to all Transportation Department Clerical employees.

### **C-1 Safety**

Safety is the most important element in performing duties.

Obedying the rules is essential to job safety and continued employment.

### **C-2 Maintaining a Safe Course**

In case of doubt or uncertainty, take the safe course.

### **C-3 Alert and Attentive**

Employees must be careful to prevent injuring themselves or others.

They must be alert and attentive when performing their duties and plan their work to avoid injury.

### **C-4 Accidents, Injuries, and Defects**

Report by the first means of communication any accidents; personal injuries; or any unusual condition that may affect the safe and efficient operation of the railroad. Furnish a written report immediately after reporting the incident to proper authority, when required.

### **C-5 Condition of Equipment and Tools**

Employees must check the condition of equipment and tools they use to perform their duties.

Employees must not use defective equipment or tools until they are safe to use.

Employees must immediately report any defects to the proper authority.

### **C-6 Personal Injuries and Accidents**

#### **C-6.1 Care for Injured**

When visitors or employees are injured, do everything possible to care for them.

#### **C-6.2 Witnesses**

If equipment is involved in personal injury, loss of life, or damage to property, the employee in charge must immediately secure the names, addresses, and occupations of all persons involved, including all persons at the scene when the accident occurred and those that arrived soon after.

The employee in charge must secure the names regardless of whether these persons admit knowing anything about the accident.

## **C-7 Equipment Inspection**

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, must be inspected promptly by a supervisor.

The supervisor must promptly forward to his manager a report of the inspection on the prescribed form.

The report must include the condition of the equipment and the names of those making the inspection.

The person in charge must secure and maintain custody of the equipment involved, until the Director Agency and Customer Service is contacted and determines disposition.

## **C-8 Reporting**

### **A. Injuries to Employees**

All cases of personal injury, while on duty or on company property, must be immediately reported to the proper manager and the prescribed form completed.

If, after the initial report of an injury, employees seek medical attention for a work-related injury, they must contact the appropriate supervisor and update their status immediately.

A personal injury that occurs while off duty, that will in any way affect the employee's performance of duties must be reported to the Director Agency and Customer Service as soon as possible.

The injured employee must also complete the prescribed written form and required physical examination before returning to service.

### **B. Injuries to Non-Employees**

All injuries to non-employees (contractors, trespassers, etc.) on company property that must be immediately reported to the proper manager and the prescribed form completed.

### **C. Employees with Information Concerning Injuries**

Employees with information concerning an accident or injury to themselves, another employee, or a non-employee, must immediately report the information to the proper authority and complete the prescribed form.

### **E. Other Accidents Involving Damage or Loss**

All other accidents (theft, vandalism, company vehicle accidents, fires, etc.) involving damage or property loss must be immediately reported to proper authority and the prescribed form(s) completed.

## **C-9 Statements**

Except when authorized by proper authority:

Information concerning accidents or personal injuries that occur to persons other than employees may be given only to an authorized representative of the railroad or an officer of the law.

Information in the files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries may only be given only to an authorized representative of the railroad.

## **C-10 Furnishing Information**

Employees must not withhold information, or fail to give all the facts to those authorized to receive information regarding unusual events, accidents, personal injuries, or rule violations.

## **C-11 Rules**

### **C-11.1 Rules, Regulations, and Instructions**

#### **Safety Rules**

Employees must have a copy of, be familiar with, and comply with instructions contained in BRC SAF-1, Safety Rulebook.

#### **Hazardous Materials**

Employees who in any way handle hazardous materials must have a copy of the instructions or regulations for handling these materials. Employees must be familiar with and comply with these instructions or regulations. These instructions include the BRC HM-1, Hazardous Materials Instructions, DOT Emergency Response Guidebook and other documents.

#### **Timetable/Special Instructions**

Employees whose duties are affected by the timetable/special instructions must have a current copy they can refer to while on duty.

#### **Classes**

Employees must be familiar with and obey all rules, regulations, and instructions and must attend required classes. They must pass the required examinations.

#### **Explanations**

Employees must ask their supervisor for an explanation of any rule, regulation, or instruction they are unsure of.

## **C11.2 Rules Regulations and Instructions in Effect**

The following documents govern the performance of duty for Transportation-Clerical Employees:

- BRC Safety Rules, SAF-1
- BRC Transportation-Clerical Notices
- BRC Company Policies
- Additional work instructions issued, as needed, by BRC Transportation Management employees or the Director of Agency and Customer Service

## **C11.3 Transportation - Clerical Work Procedures**

Procedural requirements for individual functions are summarized in a Transportation-Clerical Notice, which is entitled Transportation - Clerical Employee Work Procedures.

This document is issued under the authority of the Director - Agency and Customer Service.

Employees performing duty on the positions noted within this document will assure compliance with procedural instructions.

## **C-12 Carrying Out Rules and Reporting Violations**

Employees must cooperate and assist in carrying out the rules and instructions. They must promptly report any violations to the proper supervisor.

They must also report any condition or practice that may threaten the safety of trains, employees, and any misconduct or negligence that may affect the interest of the railroad.

## **C-13 Drugs and Alcohol**

The use or possession of alcoholic beverages while on duty or on company property is prohibited.

Employees must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty, or while on company property.

The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed.

Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty, or while on company property.

The full BRC Drug and Alcohol Policy is the governing document for employees on BRC Property.

## **C-14 Conduct**

Employees must not be:

1. Careless of the safety of themselves or others.
2. Negligent.
3. Insubordinate.
4. Dishonest.
5. Immoral.
6. Quarrelsome.
- or
7. Discourteous.

Any act of hostility, misconduct, or willful disregard or negligence affecting the interest of the company, or its employees, is cause for dismissal and must be reported.

Indifference to duty or to the performance of duty is not permissible.

## **C-15 Suitable Language**

Employees on duty must refrain from using boisterous, profane, sexist, or vulgar language.

## **C-16 Altercations**

Employees must not enter into altercations, play practical jokes, or wrestle while on duty or on railroad property.

## **C-17 Appearance**

Employees reporting for duty must be clean and neat.

Transportation-Clerical employees are expected to comply with the following business casual guidelines:

BRC's dress code is "business casual". This provides an environment where employees are given the option to determine how they dress, subject to the following common sense guidelines:

### Dress Code (Office Environment):

Employees performing service in an office environment, including the GOB, and the Hump Tower, are governed by the following dress code requirements while on duty.

Employees working in those environments must:

- Always wear a shirt with sleeves, shirts with collars are preferred
- Not wear shorts, cut-off jeans, torn jeans, sweat pants, sport pants, or baggy clothing
- Not wear a hat indoors, except a hard hat when required due to construction
- 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 outlined in SAF-1
- Not wear any attire with written messages or slogans that may be perceived by anyone in the work environment as offensive in any way
- Not wear sweatshirts with hoods in such a way that the hood is over their head

For determination of rule compliance, employees who are not properly attired to perform work as noted above, are considered unprepared for duty.

### **C-18 Respect of Railroad Company**

Employees must behave in such a way that the railroad will not be criticized for their actions.

### **C-19 Games, Reading, or Electronic Devices**

Unless permitted by the railroad, employees on duty, must not:

- Play games
- Read magazines, newspapers, or other literature not related to their duties
- Use electronic devices, including portable personal electronic devices and cellular telephones, not related to their duties, while at their work station.

Portable personal electronic devices are to be stowed while the employee is at their workstation.

Stowed, as used in this rule, is defined as powered off and out of sight.

### **C-20 Sleeping**

Employees must not sleep while on duty. Employees reclined with their eyes closed will be in violation of this rule.

### **C-21 Weapons**

While on duty or on railroad property, employees must not have firearms or other deadly weapons, including knives with a blade longer than 3 inches.

### **C-22 Reporting and Complying with Instructions**

Employees will report to and comply with instructions from supervisors who have the proper jurisdiction.

Employees will comply with instructions issued by managers of various departments when the instructions apply to their duties.

Where employees are required to perform, work involving entry, manipulation, or dissemination of data through the use of computer systems, that work must be done accurately.

### **C-23 Duty—Reporting or Absence**

Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. They must spend their time on duty working only for the railroad. Employees must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority.

Employees must not be absent from duty without proper authority.

Except for a scheduled vacation period, an absence of more than ten (10) calendar days must be authorized by formal leave of absence, unless current collective bargaining agreement differs.

Reporting for work late is not permissible.

The following are departmental expectations for beginning work on time:

- Employees are expected to report to work on time.
- Excessive tardiness, as solely defined by the carrier, is considered an attendance related issue.
- Employees leaving assignments early is also considered an attendance related issue, unless the designated relief is on property to take over the assignment without interruption, or the employee is authorized to be absent by proper authority.
- If issues with the attendance management system (I-Buttons) arise, the employee is responsible for contacting Information Systems to report the issue. Problems with this system must be documented in the Operational Issues System.

### **C-24 Subject to Call**

Extra Board employee are subject to call for all vacancies.

Extra Board employees are required to be available for call.

### **C-25 Unauthorized Employment**

Employees must not engage in another business or occupation that would create a conflict of interest with their employment on the railroad or would interfere with their availability for service or the proper performance of their duties.

### **C-26 Care of Property**

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use.

### **C-27 Not Permitted on Equipment**

Unauthorized persons are not permitted on equipment.

### **C-28 Unauthorized Persons**

When an employee sees a person, who is not authorized to be on BRC property, the employee must notify the railroad police or a railroad supervisor.

### **C-29 Altering Equipment**

Without proper authority, employees must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal function, or non-incidental settings, of any device or equipment on railroad property.

### **C-30 Clean Property**

Railroad property must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be damaged or defaced.

Only information authorized by the proper manager or required by law may be posted on railroad property.

Employees occupying community workstations must not:

- Post personal items on walls, desks, or other surfaces
- Make personal modifications to the community workstation
- Allow items to accumulate on desks, chairs, or other surfaces
- Leave disorderly conditions at a community workstation for the next shift

### **C-31 Avoidance of Littering**

Employees must not litter on company property. This includes the disposal of cigarette butts or tobacco waste onto the ground.

Do not throw articles from any of the following:

- Company motor vehicles
- Doors and windows of buildings

### **C-32 Credit or Property**

Unless specifically authorized, employees must not use the railroad's credit and must not receive or pay out money on the railroad account.

Employees must not sell, or in any way dispose of railroad property, without proper authority.

Employees must care for all articles of value found on railroad property, and promptly report the articles to the proper authority.

### **C-33 Proper Use of Postage**

Employees may not use company postage for personal mail.

### **C-34 Gratuities**

Employees must not discriminate among railroad customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the railroad, unless authorized by proper authority.

### **C-35 Divulging Information**

Employees who make up, handle, or care for any of the following must not allow an unauthorized person to access them or disclose any information contained in them:

- Correspondence.
- Reports.
- Books.
- Bills of Lading.
- Waybills.
- Statistics.
- Electronic mail messages
- Any document marked as "Confidential."

**Employees are to ensure that data on the company's financial performance and documentation supporting corporate transactions are kept confidential.**

### **C-36 Requirements for Disclosing Company Information**

#### **A. Definition of Company Information**

Company information consists of all information concerning the company and its employees, customers and suppliers.

#### **B. Proper Disclosure**

Company information belongs solely to the company and is considered confidential. Employees may disclose company information externally only for legitimate business purposes and only if the supervisor approves. Employees must use the normal authorization channels to disclose company business.

#### **C. Without proper authorization, employees must not:**

- Access, use, retain, modify, or distribute company information.  
or
- Use company computing and telecommunications equipment.

Unauthorized use of company equipment or information may result in disciplinary or legal action.

### **C-37 Monitoring of Company Information**

Without notifying the user, The BRC may at any time monitor or record access to company information or computing and telecommunications equipment.

Any information electronically collected, stored, processed, or transmitted on company computing and telecommunications equipment is the property of the BRC. The BRC may at any time monitor or record such information on BRC equipment.

The BRC Information Security Policy is the governing document on Information Security on the BRC.

### **C-38 Fire**

Employees must take every precaution to prevent loss and damage by fire.

Employees must report promptly to the train dispatcher or yardmaster any fires seen on or near the right of way, unless the fires are being controlled.

Cause of fire, if known, must be promptly reported.

### **C-39 Encroachment**

Encroachment on railroad property, including building occupancy or the unauthorized dumping or storage of material, is prohibited.

When observing outside parties performing work that may encroach on the right-of-way, report the location and the nature of work to the proper authority.

### **C-40 Authorized on Railroad Property**

Persons must be authorized to be on railroad property, which includes:

- Buildings.
- Facilities.
- Repair tracks.
- Team tracks.
- Other railroad property.

Persons authorized to be on railroad property must wear protective equipment where required by BRC Safety Rules, SAF-1.

Report unauthorized persons observed on railroad property to the BRC Police Department.

## **C-41 Legal Summons**

### **A. Requirement to Report Summons to Proper Authority**

If an employee receives a summons, complaint, or any other legal papers that references the business of the Belt Railway Company of Chicago, that person must immediately contact all of the following:

- Their supervisor
- An Assistant Superintendent-Transportation or his/her designee

### **B. Contents of Report**

When contacting the above individuals, the person who received the legal papers must:

1. Submit a written report with the following information:
  - a. Names of people involved in the action.
  - b. Court where the action is filed.
  - c. Brief statement of the case, when possible.
2. Forward the papers as directed, and include his or her name, title, and date and time of service.

## **C-42 Clerical Attendance Policy**

### **The following outlines the Belt Railway Company's Full-Time Employment Policy:**

Transportation Department Clerical Employees, identified in this section as "employee" are key members of our organization, and have a legitimate expectation of reasonable opportunities to be off work.

The employee maintains a basic responsibility to be a "full-time" employees.

The company expects that each employee employed by the BRC will fulfill his or her responsibility to maintain "full-time" status.

Full -Time employee status will be based on a five-day work week, with two rest days or the equivalent of 22 days per month, unless otherwise specified by the Labor Agreement.

Specific principles for these guidelines are as follows:

Attendance will be reviewed to determine the following:

- Frequent or pattern of calendar weekend layoff
- Frequent or pattern of holiday layoff
- Frequent or pattern of lay off on either side, or both sides of rest days.
- Frequent or pattern of tardiness, leaving assignment early or unavailability for service
- Frequent or pattern of lay off within 2 ½ hours of on-duty time
- Frequent or pattern of sick layoff without timely acceptable medical documentation
- Frequent or pattern of reporting late to work

Each employee's compliance with the guidelines of "full-time" employment will be measured on a "rolling" sixty-day basis (Four Pay-Periods).

The company's basic measurement of "full-time" status considers all time an employee is not marked off (extra board-available), jury duty, bereavement, training, union or company business to be the same as on-duty time.

Periods of vacation, personal leave or other paid leave not already mentioned here will also be considered compensated service for the purposes of attendance calculation.

The term "lay-off" is defined as any type of non-compensated service, i.e. mark off, unavailable, sick, etc.

When required, Counseling and Discipline will be assessed in a manner that is both fair and prompt in its implementation:

#### First Level Handling:

A written letter, advising the employee of his /her failure to fulfill "full-time" employment will be sent.

The employee will have the option to provide supporting documentation and to participate in a conference with the Carrier.

Failure to participate in a conference or to provide the necessary supporting documentation will result in all absences being considered as unexcused.

#### Second Level Handling:

Failure to improve attendance will result in a formal investigation being convened.

## Glossary

### **Accident:**

An unplanned and sometimes injury-causing or damaging event which interrupts the normal progress of an activity.

### **Approved:**

1. Sanctioned, endorsed, accredited, certified, or accepted as satisfactory by a duly constituted and nationally recognized authority or agency.
2. Acceptable per BRC policy.

### **Compliance:**

The act of obeying a rule or law.

### **Designated:**

A person who is approved or assigned by BRC to perform a specific type of duty or duties or to be at a specific location(s) at the job site (same meaning as “authorized”).

### **Hazardous Material:**

A substance or material which can pose an unreasonable risk to health, safety, and the environment.

