



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION NOTICE

#2021-005

Effective 0001, Monday, March 1, 2021

To: ALL CONCERNED

Subject: General Notice - Transportation

Purpose: Update to Entire Document

GN 1.2 Lay Off Requests

GN 1.2.1 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 1.2.2 Laying-off Sick

TY&E Employees desiring to lay-off from duty, due to sickness, must contact the Terminal Manager at (708) 728-2259.

Crew Board personnel are not authorized to mark employees off sick unless notified by the Terminal Manager.

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

GN 1.2.3 Layoff in Advance of Call Time

Employees marking off in advance of on-duty time or after accepting call must do so a minimum of 150 minutes, 2.5 hours, prior to start time to avoid delay to the assignment.

GN 1.2.4 Day Off Requests

The Crew Board Office maintains a 3x5 inch card indicating 7 choices of employee preference for rest days. These are listed as two consecutive days.

The crew board clerk recording this information must affix his/her signature on the bottom of any new cards to verify the identity of the employee who completed the record.

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, old cards will be destroyed.

GN 1.3 Return to Work

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 10 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 1.3.2 Vacation

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

GN 1.4 Contact Numbers

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.

GN 1.4.1 Telephone Numbers

The primary telephone number should be employee's residence or regular point of contact.

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 Telephone Answering Systems

When answering machines are encountered, when attempting to contact employees, they are considered a "no answer".

In those instances, where an answering machine 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 is again encountered at the primary number, the employee will be considered as having "Missed the Call."

GN 1.4.3 Line Interruptions / Phone Service Verifications

When busy signals are encountered on the primary contact number, the secondary number will be called. If no response is received at the secondary number, a final attempt will be made to contact the employee at the primary number.

If a busy signal is again encountered, the employee will be considered as having "Missed the Call."

It is not the responsibility of the carrier to contact the telephone company to perform line verifications or interruptions.

GN 1.4.4 Emergency Phone Numbers

BRC Emergency Telephone Numbers:

- Internal Emergency Hotline: (708) 496-4133
- Toll Free: (877) 844-4911
- Grade Crossing Emergency Number: (708) 728-2319

Employees are responsible for providing the carrier with an emergency contact number. This information is documented on the employee's personnel record.

Updates to this emergency contact number can be communicated to the carrier through the employee's assigned manager when necessary.

GN 1.4.4.1 BRC Safety Hotline

The BRC Safety Hotline contact numbers are:

- Voice (708) 496-4099
- Fax (708) 496-2904

These numbers should be used to report any and all safety related concerns.

GN 1.4.5 Violation of Working Agreement

Crews in yard or transfer service will not perform work, which would violate the current collective bargaining agreements, without first obtaining specific instructions to do so from the Operations Manager or Terminal Manager on duty. Penalty claims submitted for this work must include the name of the manager authorizing the work.

Crews in transfer service, requested to perform switching at foreign line facilities, that violates BRC collective bargaining agreements, must inform the foreign line supervisor or yardmaster of this fact. If instructed to do the work, the name of the person authorizing the violation, date, time, and specific facts of the situation are to be noted on both the time slip and Conductor's Delay Report. Failure to properly document an alleged contractual violation will result in declination of any arbitrary payment.

Foreign crews are not to be instructed to perform switching on the BRC, to include any work that would violate their current labor agreements, without first obtaining authorization from the Operations Manager or Terminal Manager on duty.

GN 1.4.6 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) Lunch Room
- East Yard Office
- West Yard Office
- East Hump Shanty
- West Hump Shanty
- West Hump Conductor
- East Hump Conductor

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

In order 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 8 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, 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.

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 1.4.7 Mark Off Union Business

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

UB mark-offs are limited to a single calendar day, unless specifically authorized by the Terminal Superintendent or Director Car Operations and Project Management in advance for a longer period. The General Chairman (or designee) must make arrangements with the Terminal Superintendent or Director Car Operations and Project Management 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 UB at the same time will not exceed 3 unless prior arrangements are made with the Terminal Superintendent.

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.

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 manpower to protect vacancies is available. This is particularly likely to occur on weekends and holiday periods.

GN 1.4.8 I-Buttons (Car Operations, 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 2.1 Utility Employee and Company Vehicle Rules

GN 2.1.1 Reporting for Duty

Employees called for Utility Employee positions will report at the assigned location, properly attired to promptly begin work. The job briefing will be conducted with Operations Manager or Yardmaster on duty prior to commencing work.

After completion of the assigned duty, the Utility Man will report back to his/her assigned starting location and remain available for additional work as directed.

GN 2.2 Company Vehicle Operation

GN 2.2.1 Driver's License

Employees must have a valid driver license available while on duty. This is to ensure the employee is able to drive a BRC vehicle off property, if necessary, in the performance of their duties.

BRC Policy No. 12, Motor Vehicle Use Policy, as revised August 16, 2019, applies to all employees.

GN 3.0 Tie Up Procedures

GN3.1 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 3.2 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 1.4.6 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 4.0 Crew Delay Reports

GN 4.1 Submission of Delay Reports

All transfer, industry, Utility Man, 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 with 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 in excess of 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.

Specific instructions for handling switching at industries will be summarized in the BRC Industry Notice.

GN 5.0 Information Security

The following section provides a summary of the BRC Information Security Policy. The BRC Information Security Policy is the governing document for ALL employees using BRC information systems.

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

GN 5.1 Legal Hazards

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 seems to be 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 5.1.1 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 Resources
- Send an attachment containing a computer virus

GN 5.2 Newsgroups

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 5.3 Maintenance

Delete any e-mail messages that you do not need to have a copy of, and empty your TRASH folder on a weekly basis.

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

GN 5.4 Personal Use

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 5.5 Confidential Information

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 5.6 Network System Passwords

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

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

- Minimum of 8 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 5.7 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 5.8 E-Mail 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 the folder "For archiving".

GN 5.9 E-Mail 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 possibly deleted.

GN 6.0 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.

GN 6.1 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.

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

GN 6.2 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 6.3 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 Resources Department.

GN 6.4 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 of 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 6.5 Resources for Employee Questions

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

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.

GN 6.6 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 7.0 New Hire Employees

GN 7.1 New Hire Definition

Any employee with less than (18) months of service.

GN 7.2 Green Vests

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 7.3 Assigned Manager Contact

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 8.0 Work Train/Flagman Assignments

GN 8.1 Hard Hats, Vests, 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 Chief Clerk, General Office Building.

Employees will be issued one hard hat per calendar year. If a replacement is needed within this one-year period, the employee will be required to complete a payroll deduction form to procure a replacement.

GN 9.0 Safety Incentive Awards (UPDATE)

GN 9.1 Program Information (NEW)

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:

- A. An employee experiencing an incident during a six month qualifying period will not be eligible to receive a Transportation Department Safety Incentive Award.

2. Discipline Events:

- A. 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:

- A. 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:

- A. 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 11.0 Security

GN 11.1 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 on property.

GN 11.12 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 13.0 Conductor Certification

GN 13.1 Effective Date

The Belt Railway Company of Chicago Conductor Certification Program is effective April 1, 2013. This program is a requirement of 49 CFR 242.

GN 13.2 Qualification

Conductors, certified by the BRC, are qualified to perform conductor service on the BRC. Certification is granted for a period not to exceed three years.

GN 13.3 Territorial Qualification

Territorial Qualification, as defined in the regulation, is "possessing the necessary knowledge concerning a railroad's operating rules and timetable special instructions, including familiarity with applicable main track and other than main track physical characteristics of the territory over which the locomotives or train movement will occur."

Conductors currently qualified on the main line, who have traversed the territory in the preceding 12 months remain qualified on the territory. Conductor who are currently qualified on other than main track territory, who have traversed the territory in the preceding 24 months remain qualified on the territory.

GN 13.4 Certification Definitions

Train or Yard Crew (49 CFR 218.5) Definition: One of more railroad employees assigned a controlling locomotive under the charge and control of one crew member reporting and working together as a unit that remains in close contact if more than one employee

Conductor (49 CFR 242.70) Definition: A crew member in charge of a train or yard crew as defined in 49 CFR 218.5

GN 13.5 Hump Assignments

Each hump assignment any extra hump trim assignments, if called, will be manned with a Conductor.

The early hump assignments will consist of a Hump Conductor, Conductor, and Helper. These employees are linked as a crew for compensation purposes only.

The early hump assignment and the Hump Conductor may tie up as one crew.

Late hump assignments, and any hump trim assignments, if called, must tie up separately as specified in GN 1.4.6.

GN 15.0 Dress Code (General Office Building and Hump Tower) - Transportation

Dress Code (Office Environment):

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

Employee working in these locations must:

- Wear a shirt with sleeves at all times, shirts with collars are preferred
- Not wear shorts, cut-off jeans, torn jeans, sweat pants, 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 purposes of rule compliance.

GN 16.0 Hours of Service Regulation – Transportation

GN 16.1 Train and Engine Service Employees:

Hours of Service Law – Summary of Regulations

Hours of Service Regulations govern the service of Train and Engine Employees in Train and Yard Service. The following items summarize the critical points associated with the Hours of Service Law, including the limits regarding performing service on a daily and a monthly basis.

In addition, there are specific portions of the law that identify when service performed is covered by the regulation, and what must be observed in relation to work and rest cycles by all Train and Engine employees. These instructions are strictly a summary and the final interpretations are contained in the respective federal regulations which will govern.

Compliance with Federal Hours of Service regulations is mandatory, and there are potential civil penalties which can be assessed to both the railroad and to the individual employee in the event of non-compliance with the law.

Additionally, employees intentionally violating the provisions of the Hours of Service Law may be subject to discipline, and may be subject to individual civil penalties from the Federal Railroad Administration (FRA).

GN 16.2 TY&E Employees Total Monthly Service:

Train and Engine 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.

All covered, and mandatory non-covered service, performed at the behest of the railroad is considered on-duty time for the purpose of hours of service regulations. This includes activities such as rules classes, safety meetings, or training. Employees are required to notify the Crew Caller whenever these activities are completed to ensure that all covered service is properly documented for reporting purposes.

GN 16.3 Mandatory and Non-Mandatory Service:

For the purposes of hours of service reporting, 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.

Managers contacting Train and Engine employees outside of duty will be required to notify the Crew Management Center 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.

GN 16.4 Mandatory Rest Periods:

Train and Engine employees working in train service are required to take a mandatory rest period of not less than 10 hours of undisturbed rest at the end of each tour of duty. When on duty time plus any additional time spent deadheading to the point of final release exceeds 12 hours, the additional time must be added, on a minute by minute basis, to the required 10-hour undisturbed rest time.

EXAMPLE:

A train crew works 12 hours, and then is deadheaded to the final release point for a total of 13 hours 10 minutes on duty.

Total Time On Duty: 13 hours, 10 minutes = 12 hours' service + 1 hour 10 minutes' limbo time.

Required Rest Period: 10 hours undisturbed

Additional Rest: 1 hour 10 minutes additional undisturbed rest added to required rest period

Total Rest Period: 11 hours, 10 minutes required undisturbed rest

GN 16.6 Contact During the Required Rest Period:

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.

GN 16.7 Mandatory Rest Days:

Train and Engine 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 0 once the employee has not performed service on a calendar day.

GN 16.8 Limbo Time (Deadhead):

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

Cumulative totals for Monthly Hours of Service, Monthly Limbo Time (Deadhead) and Consecutive Days of Service are shown on the employees FRA Reporting Requirement Print Document.

This information must be completed and shown on the document, which must then be signed by the ranking crew member or the employee completing FRA Hours of Service Reporting upon tie-up.

Employees, or the ranking crew member (Conductor), on the crew is responsible for properly completing the HOS document for the crew, and signing the document to certify the information provided is correct.

Employees must tie up using the automated tie-up system, unless the system is not functioning. When the system is not-functioning or available (South Chicago), the employee may then tie up by calling the Crew Management Center.

In those instances, the employee is still required to submit a signed HOS document as required by the rules. Failure to submit a signed HOS document is considered failure to comply with instructions. Completion of a signed HOS Document is required, in addition to any other delay reporting document required under the rules for the class of service performed.

GN 16.9 Questions and Answers on Hours of Service Subjects:

- 1) Does the prohibition on communication with train and engine service employees apply to every statutory off-duty period no matter how long the employee worked?**

Yes, except for the 48-hour rest requirement after six consecutive starts. In those cases, the employee may be contacted after the first 10 hours of rest.

- 2) Is the additional rest for a train employee when on-duty time, plus limbo time exceeds 12 hours mandatory, or may the employee decline it?**

The additional rest is mandatory and may not be declined.

- 3) If an employee is called to report for duty, but then receives a call canceling the call to report before he or she leaves the place of rest, is a new period of 10 uninterrupted hours off duty required?**

If the employee has not left the place of rest, the employee has not accrued on duty time, and would still be off-duty, with the exception that the time spent in the call could commingle with a future duty tour.

- 4) What if the employee was told before going off duty to report at the end of required rest (either 10 hours or 48 after working 6 days), and is released from that call prior to the report-for-duty time?**

The answer to this scenario is the same as the answer to the preceding question.

- 5) Are text messages or e-mail permitted during the rest period?**

The employee may not be required to receive any communication of any sort, or to access information of any kind. The BRC will not send text or email messages to employees.

6) May the railroad return an employee's call during the rest period without violating the prohibition on communication?

Yes. If the employee initiated the contact, then the railroad's receipt of the communication from the railroad is voluntary on the part of the employee, and a railroad will not be penalized for responding to an employee's request.

However, the content of the communication must be limited to the issue about which the employee called.

A call from an employee about one issue does not allow further unlimited communication on other matters that would otherwise be prohibited.

7) May the railroad call to alert an employee to a delay (set back) or displacement during the required rest period?

No. BRC will notify the employee of the displacement as soon as possible after the undisturbed rest period.

8) If the railroad violates the requirement of undisturbed rest, is the undisturbed rest period restarted from the beginning?

Yes

9) Does attendance at a mandatory rules class or other mandatory activity that is not covered service but is non-covered service, count as initiating an on-duty period on a day?

No. The rules class or other mandatory activity is other service for the carrier (non-covered service) that is not time on duty and would not constitute initiating an on-duty period if it is preceded and followed by a statutory off duty period.

10) If an employee is marked up on an extra board for 6 days but only works 2 days out of the 6, is the 48-hour rest requirement triggered?

No. The employee must actually initiate an on-duty period. Being marked up does not accomplish this unless the employee actually reports for duty.

Employees are not allowed to perform "any service for any railroad carrier" during these required 48-hour or 72-hour rest periods. It will be the responsibility of the employee to report to inform each

railroad for which the employee works of its service for another railroad.

11) May an employee accept a call to report for duty when he or she knows there are not enough hours remaining in the employee's 276-hour monthly limitation to complete the assignment or the duty tour.

No.

12) May an employee knowingly accept a call to report for duty before statutory rest has expired without notifying the employee calling them of their rest time?

No, the employee is responsible for notifying the person calling them if they are not rested.

T. Hartwig
Terminal Superintendent
Belt Railway Company of Chicago

Transportation Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2017	006
2018	001, 002, 004, 005, 007, 008, 010, 024, 041
2019	013, 029, 031, 034, 039, 041, 047
2020	002, 030, 032, 034, 037, 038, 039, 040, 041, 042
2021	001,002