



BUILDING AMERICA®

February 24, 2020

Operating Team,

In response to your overwhelming continued feedback throughout the years to provide a clear and transparent attendance policy, we have revised the attendance policy effective March 1, 2020.

The enclosed revised attendance policy is point based and simplified so you fully understand the Company's attendance expectations and you can manage your layoffs accordingly.

When you log on to your My UP web portal page, you will be able to clearly see your attendance points and your status towards earned credits.

Thank you for your continued feedback in making our attendance policy more clear and effective.

Sincerely,

Thomas A. Lischer
Executive Vice President, Operations

UNION PACIFIC RAILROAD TE&Y ATTENDANCE POLICY

Effective March 1, 2020

As a Union Pacific Train, Engine, and Yard Service (TE&Y) employee you are expected to protect your job assignment on a full time basis. Unanticipated absence(s) from work, particularly a missed call and/or no-show negatively impacts operations, commitments to shippers, and a co-worker's ability to plan for off time activities. An employee who is unable to work full time and protect his/her employment obligations may be considered in violation of this Policy regardless of the explanation offered. This policy will allow employees to monitor their own attendance based on a predetermined point based system.

Section 1: Point Based Policy Guidelines

As professionals, Union Pacific employees are expected to report for work on-time and ready to perform service. Points will accumulate on an employee's attendance record based on the following matrix:

Type of Layoff	Extra Board Assignments			Pool Board Assignments			Regular Assigned Jobs with off days	Supplemental Boards
	Weekday	Weekend	Holidays	Weekday	Weekend	Holidays		
Sick (LS)	3	5	8	6	10	10	8	15
Sickness in Family (LK)								
Personal (LP)								
Missed Call (MC)	15			15			15	
No Show (LN)								
After Call (LW)								

- (a) When an employee accumulates twenty-eight (28) points within a rolling ninety (90) day period he/she will be charged with a violation of this Policy and removed from service pending a formal investigation. Any formal investigation under this Policy will be conducted in accordance with the appropriate Collectively Bargained Agreement. If the charge is substantiated, the employee will be permanently dismissed from service with Union Pacific.
- (b) An employee has the opportunity to reduce his/her points during a "credit period". For purposes of this Policy, a "credit period" consists of twenty-eight (28) consecutive days from the employee's last layoff wherein the employee remains fully marked up and available for service. An employee can "earn" up to seven (7) points for each qualifying "credit period". However, points earned cannot be banked for future use and an employee's total points cannot be less than zero (0). Employees with assigned off days are not eligible for the credit.

Section 2: Additional Guidelines

- (a) For purposes of this Policy, if an employee's layoff concludes prior to 0600 hours on Friday or begins after 1800 hours on Sunday, the layoff will not count as a weekend occurrence.
- (b) For purposes of this Policy, when an employee's layoff encompasses multiple calendar days, each 24-hour period, or portion thereof, will accumulate points per the matrix in Section 1.
- (c) For purposes of this Policy, Union Pacific recognized holidays and other peak days determined by management will be counted as "Holidays."
- (d) Approved leave days will not be considered as an absence under this Policy. Approved leave days include qualifying bereavement, jury duty, a leave of absence, medical leave, family medical leave (FMLA), paid personal leave days, vacation, USERRA military leave, and absence(s) for union business in accordance with the employee's respective Collective Bargaining Agreement.

Note: Conditional FMLA that has been revoked may be handled in accordance with the Carrier's MAPS (Managing Agreement Professionals) Policy as a violation of General Code of Operating Rules 1.13 [Reporting and Complying with Instructions] and/or Rule 1.6 [Conduct].

- (e) Attendance violations are treated separately from discipline under the MAPS Policy. However, an employee who refuses a call (RF status), may be disciplined under the MAPS Policy for violation of General Code of Operating Rule 1.13 [Reporting and Complying with Instructions] and/or Rule 1.6 [Conduct].

TE&Y Attendance Frequently Asked Questions

Effective March 1, 2020

General

- 1) Who is governed by the revised Attendance Policy?** The revised Attendance Policy applies to all TE&Y (train, engine and yard) agreement professionals.
- 2) Why did the Attendance Policy change?** The revised Attendance Policy responds to employee requests for clear and transparent attendance requirements.
- 3) Was the Attendance Policy negotiated with the Unions?** No. Company Attendance Policies are established at the discretion of the Carrier and are not negotiated.

Determining Points & Monitoring Attendance

- 1) How do employees monitor their own attendance based on the point based system?**
Employees may monitor their own attendance through the MyUP portal page or manually using the matrix in Section One of the Policy.
- 2) What happens if an employee accumulates twenty-eight (28) or more points?**
The employee's attendance will be reviewed for dismissal.
- 3) What happens if an employee switches assignments?** If an employee lays off in one of the statuses identified in Section 1 of the Attendance Policy, points will be assessed based on the employee's assignment at the time of the layoff.
- 4) What about temporary assignments?** If an employee lays off while working a temporary assignment the employee will be assessed points associated with the assignment he/she is working.
- 5) Where will employees be able to send concerns regarding points assessed for which they do not agree?** Employees can submit a TRM ticket from the MyUP portal.
- 6) How does an employee request an authorized medical leave of absence from work?**
Employees needing a medical leave of absence are able to request a leave through their eHealthsafe portal or by contacting an Occupational Health Nurse. Leave Administration will make the final decision on the employee's eligibility for the medical leave of absence.

7) **Where can employees find assistance if they are having an extenuating circumstance preventing them from reporting to work?** The following lists Union Pacific resources you can contact for guidance or assistance:

Resource	Method	Contact Information
Employee Assistance Program	Help Line	1•800•779•1212
Operation Red Block	Help Line	1•866•311•7255
Drug and Alcohol Info Line	Help Line	1•800•840•3784
Peer Support	Website	https://employees.www.uprr.com/e/labor/peer/peer-support-contacts/index.htm
Health & Wellness Services / OHN	Website	https://leaves.www.uprr.com/ohn_contacts.shtml
Family Medical Leave (FMLA)	TRM Ticket	FMLA ticket system

8) **What earns a credit period?** Twenty-eight consecutive days of being marked-up and available for service, or on-duty. Regular rest-day assignments are not eligible for the credit.

9) **Why are employees who are assigned off days not eligible for “credit period”?** Employees are expected to protect their work assignments. Employees with regularly scheduled off days know their schedules and should plan their non-work related responsibilities accordingly.

10) **What holidays and peak days are included in the Attendance Policy for purposes of point assignments?** This chart includes but is not limited to the following:

New Year’s Eve	St. Patrick’s Day	Father’s Day	Halloween	Christmas Eve
New Year’s Day	Good Friday	Independence Day	Thanksgiving Day	Christmas Day
Super Bowl Sunday	Mother’s Day	Labor Day	Day After Thanksgiving	
President’s Day	Memorial Day			

11) If an employee is laid off sick for three (3) days, is that considered one occurrence? No. An employee will be assessed points for each 24-hour period; or portion thereof, the employee is laid off.

Example A: Extra Board Employee A lays off sick at 1200 hours on Monday. Employee A extends his layoff through Wednesday, marking up at 1200 hours. Employee A would be assessed six (6) points (6 total points = 3 LS weekday + 3 LS weekday).

Example B: Pool Employee B lays off sick at 1200 hours on Monday. Employee B extends his layoff through Wednesday 1700 hours. Employee B would be assessed eighteen (18) points (18 total points = 6 LS weekday + 6 LS weekday + 6 LS weekday).

12) Why are points assigned differently by Board? Boards have different work requirements and characteristics.

Transition

1) How will employees transition from the old policy to the revised policy? Employees will start with zero (0) points on the date of implementation. Attendance violations prior to the policy effective date will be handled in accordance with the prior attendance policy.