



K. R. Miller – Director

Labor Relations Department
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TO: All Engineering BMW-Represented Employees

RE: Procedure for Employees to Claim Work Opportunity

We typically have a few employees who are furloughed and may have no available work opportunity at the end of each production season. As you also know, we have agreement obligations under the various subcontracting-MOA's to offer employees a work opportunity if we have contractors performing certain scope-covered work on a given Service Lane Work Territory ("SLWT"). Therefore, in order to ensure that CSXT is complying with its agreement obligations and that employees are aware of work opportunities; we are implementing additional procedures to offer a work opportunity to employees who have no available work opportunity on a SLWT where contractors are performing the specific work outlined in the various subcontracting-MOA's (i.e. new track construction; certain B&B work; ditching, ballast cleaning, and undercutting). If an employee wishes to claim this work opportunity using this procedure, the affected employee should follow the instructions listed below:

1. If an employee has no available work opportunities, and would like to be able to claim an offered work opportunity, the employee should contact myJobtrax at **1-800-582-2655** and **identify themselves as a furloughed employee who would like to claim a work opportunity.**
2. MyJobtrax will confirm that the employee has no available work opportunity, meaning there are no junior employees on positions that the employee could displace, that there are no vacant positions the employee can fill pending award or bid on, and that there are contractors performing the protected work outlined in the various subcontracting-MOA's on the applicable SLWT.
3. If the employee has no available work opportunity, myJobtrax will notify Labor Relations and Division officials responsible for the affected SLWT that the employee has been confirmed as furloughed and is requesting a work opportunity.
4. If a contractor is working on a SLWT where the employee has seniority, the Division will contact the employee to discuss the specific work opportunity and arrange the starting time/location.

These instructions are not intended to infringe on the contractual provisions of the June 1, 1999 Agreement, and are simply an improved mechanism for an employee to be made aware of and claim the work opportunity offered by CSXT, as outlined in the relevant provisions of the various subcontracting-MOA's.

Sincerely,

K. R. Miller

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Director Labor Relations