

T&E Crew Attendance Point System (CAPS) - Q&A's
Effective March 1, 2015

The questions and answers below reflect the Company's current application of CAPS. They are for general guidance purposes only and do not reflect all conceivable situations. Every employee is expected to come to work when scheduled and be a productive, safe member of the CSXT team while on duty. These questions and answers are not to be construed as a collective bargaining agreement and are subject to unilateral change by the Company. If any of these Q&A's are in conflict with the governing labor agreement the particular Q&A in conflict will be set aside in favor of the applicable agreement provision.

Q. 1 – Are points assessed per incident or per day?

A. 1 – Points are assessed for each calendar day of unavailability as defined by the policy, unless the employee also has a start within the same calendar day.

Q. 2 – Can I track when I am assessed points?

A. 2 – Employees can view their point totals and their attendance disciplinary record in Crew Web by typing the word CREW in the address bar on the CSX Gateway, and then clicking on the word CAPS on the menu line.

Q. 3 - What is the minimum amount of time an employee may be off (non-compensated) before that calendar day will be considered as an unavailable day under CAPS?

A. 3 – For employees in a displaced status, at least twelve (12) hours and one (1) minute. For all other employees, any lost work during the period the employee was unavailable for a non-compensated reason. However, if the employee begins work within the same calendar day, he/she will not be considered unavailable for that day.

Q. 4 – Am I entitled to the Good Attendance Credit after going 30 days without a mark off or unavailable day?

A. 4 – No. The Good Attendance Credit is awarded on the 1st day of each month based on an employee's mark offs for the previous **calendar** month. Therefore, an employee marking off sick on January 10 would not be entitled to the Good Attendance Credit until March 1st, provided the employee did not have any chargeable mark offs / unavailable days during the month of February.

Q. 5 - What type of mark offs / unavailable time would disqualify me for the monthly Good Attendance Credit?

A. 5 - Employees who have any of the attendance incidents listed under the Attendance Point Schedule of the APS during a calendar month will be disqualified from the Good Attendance Credit. Any other absences will disqualify an employee from the credit, with the exception of approved vacation, demand day off, personal leave, jury duty, work-related illness or injury with valid doctor's note, and bereavement leave days.

Q. 6 - Will an employee be handled under CAPS if he/she has an emergency medical condition?

A. 6- Employees who provide legitimate hospitalization and / or emergency room documentation to the CSX Medical Department will be excused from any attendance handling for the associated absences.

Q. 7 - How long do I have to provide medical documentation to support a sick absence?

A. 7 - All medical documentation must be submitted to the CSX Medical Department within three (3) calendar days from the date of the last absence from work. Documentation can be sent to a secure CSX Medical Department fax at 904-516-6050 or via email to Absencemgt@csx.com.

Q. 8 – For NMAD/UTU Agreement (B&OCT, Former B&O, and Former Conrail) employees only, is the time pending displacement notification considered as "unavailable time?"

A. 8 - No. However, consistent with existing practice since January 20, 2003, employees failing to promptly respond to notification attempts will be considered "notified" when:

- 1) Employees without a scheduled on duty time - twelve (12) hours has elapsed after the conclusion of RSIA mandated rest, scheduled rest days or scheduled days off; or,
- 2) Employees with a scheduled on duty time - at the starting time of their regular assignment prior to being displaced.

Q. 9 - Are employees allowed to mark off Personal Business? If so, will authorized Personal Business layoffs be considered as unavailable time under CAPS?

A. 9 - Yes, employees are allowed to mark off Personal Business, and such requests will be considered based on manpower availability and subject to the limitations of the CBA. Approved Personal Business mark offs will not count as unavailable time under CAPS. All pre-authorized mark offs will be considered Personal Business mark offs, regardless of whether or not they are compensated. However, approved Personal Business mark offs will not entitle employees to the monthly Good Attendance Credit.

Q. 10 - Does the Company consider Union Business mark offs as days of unavailability under CAPS?

A. 10 - No. However, under certain CBA's the local chairman must send in prior notice of weekend union mark offs in order for these mark offs to be excused from handling under CAPS.

Q. 11 - Are Red Block mark offs considered a day of unavailability under CAPS?

A. 11 - No, consistent with the Red Block Policy.

Q. 12 - When are employees subject to handling/discipline under CAPS?

A. 12 - Employees are subject to handling for violating the policy each time he/she accumulates twenty (20) points.

Q. 13 - Are my points reset whenever I am counseled or disciplined?

A. 13 - No. Upon being handled under the policy, your point total is reduced by ten (10) points. For example, if an employee is counseled at Step 1 upon reaching twenty-one (21) points, his/her point total will be reset to eleven (11) points and he/she will be subject to handling at Step 2 the next time he/she reaches twenty (20) points.

Q. 14 - How many handling steps are under the CAPS policy?

A. 14 - CAPS includes two (2) counseling and two (2) formal discipline steps. Employees who reach either of the formal discipline steps are entitled to a disciplinary investigation and related appellate steps as provided under the employee's collective bargaining agreement.

Q. 15 - I have been notified of being displaced, but there are no assignments at the supply point available to me for lack of seniority. Will this time in displaced status be counted towards calculating a day of unavailability?

A. 15 - No.

Q. 16 - If an employee after marking off marks back up before his turn or assignment next performs service, will the day be considered as "unavailable"?

A. 16 - No.

Q. 17 - I marked off at 0700 hours on Monday at my home terminal and my pool turn goes out. I marked back up at 0559 hours the following day, Tuesday. My pool turn was called for 0400 hours at the Away-From-Home Terminal on Tuesday. Will I be assessed points for being unavailable on Tuesday despite the fact I would not have worked this turn even if I had marked back up before the call time on Tuesday?

A. 17 - No, the employee will only be assessed points for Monday as an unavailable day.