

CSX Transportation
Mechanical Department
Jacksonville, FL 32202
September 3, 2010

Final Document, Approved for Use

ATTENDANCE POLICY

GOAL: To encourage employees of the Mechanical Department to meet their obligation of working their assignment, as contemplated by the Schedule Agreement.

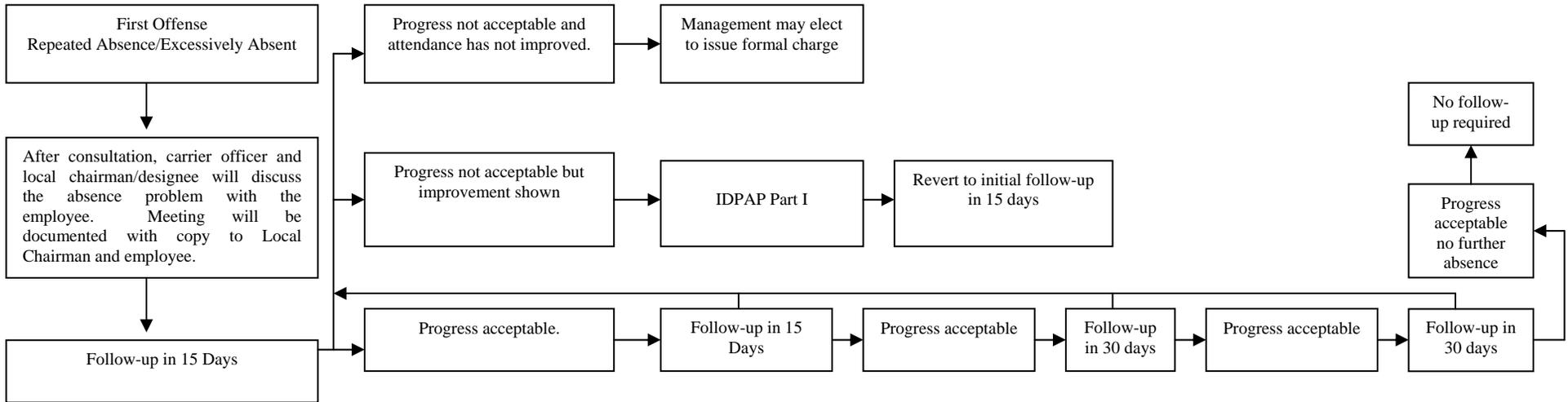
INTENT AND PURPOSE: To provide a fair and consistent method for addressing attendance problems in the Mechanical Department.

1. Local management will use the parameters set forth and a common sense approach toward identifying and dealing with absenteeism problems.
2. An employee deemed to have abandoned his or her job; or an employee who has an extended absence due to an unsubstantiated illness or injury, will be subject to disciplinary handling as provided for in the applicable schedule agreement.
3. An employee who has repeated absence from his or her job will be considered as “excessively absent” and will be subject to the following:
 - a. *When local senior management identifies an employee with an absence problem under this section, the local chairman or his designee will be consulted regarding the problem.*
 - b. *The Carrier officer and the local chairman or his designee will discuss the absence problems with the employee. The employee will be informed of the Carrier’s expectations. Follow-up sessions will be scheduled at 15 days and 30 days to check on progress. Document the meeting in writing, with copy to the employee and the local chairman.*
 - c. *If progress is acceptable, and there are no further unauthorized absences within the next 30 days, schedule further follow-up meetings at 30 day intervals thereafter to insure the problem is corrected. If there are no further unauthorized absences within the first 90 days, no further follow up meetings will be required.*
 - d. *If progress is not acceptable, within the 90-day period from the first meeting, the matter will be handled pursuant to Part I of the IDPAP. If attendance has not improved, local senior management may elect to charge the employee under the terms of the applicable collective bargaining agreement.*

Note 1: The manager may offer Employee Assistance Counseling at any time, if deemed appropriate, without prejudice to whatever other handling may be necessary.

Note 2: Labor leader participation in handling of discipline issues will not be referred to during any disciplinary hearing or other formal record of handling.

Mechanical Department Attendance Policy Handling Flow Chart



Note 1: The manager may offer Employee Assistance Counseling at any time, if deemed appropriate, without prejudice to whatever other handling may be necessary.

Note 2: Labor leader participation in handling of discipline issues will not be referred to during any disciplinary hearing or other formal record of handling.

Note 3: An employee deemed to have abandoned (absent without permission) his or her job; or an employee who has an extended absence due to an unsubstantiated illness or injury, will be subject to disciplinary handling as provided for in the applicable schedule agreement.

Note 4: Management may elect to offer IDPAP Part I or issue charges when an employee has not demonstrated acceptable progress during a follow-up or if the employee had previous handling for absenteeism problems.

Sample letter to document discussion with employee under attendance policy

(Date)

(Name of Employee)
(Address)

Subject: Attendance Discussion

Dear Mr. _____:

This refers to our discussion on _____ relative to your attendance record (copy attached) and the Carrier's expectation that employees meet their obligation of working their assignment, as contemplated by the Schedule Agreement.

Also attached for your information, is a copy of the Mechanical Department Attendance Policy. In accordance with the policy, a follow-up session will be scheduled for _____ at _____. If progress is acceptable, several additional follow-up meetings will be scheduled during the next 90 days to ensure that a satisfactory attendance record is maintained. If there are no further unauthorized absences within the first 90 days, no further follow-up meetings will be required.

Sincerely,

(Supervisor)

cc: Local Chairman

CSX TRANSPORTATION

Mechanical Operations

-Absenteeism-



An excess of 4 events, whether together or separate, within a 6 month rolling period, will bring the employee's record up to the supervisor for attendance review.

An event is any unpaid/unauthorized absences.

Each instance of an employee not scanning in or out will be considered 1 event.

Unpaid time for any of the following will be considered 1 event:
SCKU, LE, LATE, AWP, WTP.

In some cases a doctor's excuse may be required

If you have more than 4 events in a 6 month period, your attendance record will be reviewed, and this could put you in the absenteeism program if deemed appropriate.

This review will be on a three year rolling basis.