



Mark Mayo
AVP Crew Management
Crew Planning & Calling

116 Druid Street J501
Jacksonville, FL 32254
(904) 332-3522

December 6, 2012

[Employee Name]
[Employee Address]

Dear Employee:

I'm writing to let you know about a number of resources and programs CSX is making available to furloughed employees. The attached list of services is for your reference and I encourage you to take advantage of them. We have implemented them exclusively for employees impacted by the recent furloughs.

We have a couple of objectives in mind with these programs, which are designed to help you get information you need to make fully informed employment decisions that may impact you and your family:

- We hope you will consider applying for CSX positions on other parts of the railroad that you feel you are qualified for.
- If it is not possible for you to consider relocating to another part of the railroad, we still want to support your employment efforts by helping you prepare a resume, look for a employment outside of CSX and prepare for interviews.

We appreciate your service to CSX and hope we can work together to help you through this transition.

Best regards,

A handwritten signature in black ink that reads "Mark Mayo". The signature is written in a cursive, flowing style.

M. Mayo

FURLOUGH TRANSITION SERVICES

“Let’s Talk” sessions

Furloughed employees are invited to attend special “Let’s Talk” Sessions at the following locations to learn more from CSX representatives about CSX opportunities in other locations and how our job posting system and applicable relocation benefits work. We will reimburse you for mileage from your home address if you attend one of these meetings.

TRI Cities, Bristol, VA: December 17th 9:30 a.m.

Holiday Inn Conference Center
3005 Linden Drive
Bristol, VA 24202
276-466-4100

Charleston, WV: December 17th 12:30 p.m.

Embassy Suites
300 Court Street
Charleston, WV 25301
304-347-8700

Russell, KY: December 17th 3:30 p.m.

Ashland Plaza
1 Ashland Plaza
Ashland, KY 41101
606-329-0055

Indianapolis, IN: December 18th 8:30 a.m.

Radisson Airport
2500 S. High School
Indianapolis, IN 46241
317-244-3361

Willard, OH: December 18th 12:30 p.m.

Depot @ the Park
Directions for Depot, Caboose in front of Depot landmark:
Off of 224, turn on Main Street (St Rt 103) (Right turn if coming from Mansfield)
500 Block of N. Main Street
Willard, OH
419-933-2581

If you are able to attend one of the local sessions being held, please rsvp your attendance by contacting a CSXConnect representative at 1-800-633-4045.

Watch the Gateway for job postings

We will update and post roster standings for furloughed employees, including those holding furlough retention board positions, every Monday on the Labor Relations website. You will be able to see your furlough standing and seniority against all furloughed employees at your furlough location. We will also post an updated list every Monday of locations that have current conductor postings, including estimated dates positions will be available should you consider relocating to another home location.

Please note that the Gateway has a new look as of December 1, but you can access it the same way you always do, via **apps.csx.com**, and then launching the Internet Browser. If you have any trouble accessing the Gateway, contact the CSX Technology Help Desk at 1-800-CHESSIE (1-800-243-7743).

To access the Labor Relations site on the Gateway, please select *Departments, Groups and Divisions*, then select *Departments and Groups*. You will see a link on the left for Labor Relations.

Learn more about rosters, transfers and seniority on the Gateway

We have also posted some important "How To" information on the Labor Relations site, including:

- How to look up your roster standing in the TECS system;
- How to exercise system seniority within the applicable CBA; and
- How to view and apply for Permanent Transfer Postings

Qualified Furloughed Employees Have First Priority on Open Positions

We will post permanent transfer notices for locations where hiring is planned on both the TECS system and on the Labor Relations Website. All craft job advertisements will be posted internally for 7 days **before** we search externally. Furloughed employees who meet minimum qualifications and pass assessments will be invited to hiring sessions and given first priority on open positions.

The Talent Acquisition department will review all candidates that meet minimum qualifications for advertised management positions and process accordingly.

Vocational Support:

The Talent Acquisition department is preparing and mailing a vocational support packet which will include documents and resources to help with:

- Resume writing
- Interviewing skills
- Setting up a job agent in Taleo, CSX's online talent management system; and
- Searching for and securing outside jobs until you are recalled to the railroad

Need Help? Call CSXConnect at 1-800-633-4045

CSXConnect is an employee service center that can help CSX employees get the information or answers they need on any CSX program, activity, policy, benefit, etc. They are familiar with the furloughs and all of these special furlough transition services.

Representatives are available at 1-800-633-4045 from 9AM to 4PM weekdays, but if you leave a message after hours, or send an email to CSXConnect@csx.com, someone will get back to you the next business day.