

C S X T R A N S P O R T A T I O N
APRIL 8, 2020

HEADQUARTERS SUB SYSTEM NOTICE 104

TO: T&E CREWS AND ALL CONCERNED
SUBJECT: COVID-19 TEMPORARY EMERGENCY MITIGATION PROGRAM DETAILS
EFFECTIVE: 1600HRS, APRIL 8, 2020

ITEM 1 - THE PURPOSE OF THIS NOTICE

THE PURPOSE OF THIS NOTICE IS TO UPDATE EMPLOYEES REGARDING LOCATIONS AND APPLICATION PROCESSES ASSOCIATED WITH THE TEMPORARY EMERGENCY MITIGATION PROGRAM CURRENTLY IN EFFECT (SEE SYSTEM NOTICE 122) IN RESPONSE TO THE CORONAVIRUS NATIONAL EMERGENCY. THE FOLLOWING OPTIONS ARE AVAILABLE:

1. VOLUNTARY FURLOUGH MITIGATION LEAVES OF ABSENCE ("VLOA")(OR)
2. TEMPORARY EMERGENCY RESERVE BOARDS ("ERB")

ITEM 2 - LOCATIONS

EFFECTIVE APRIL 8, 2020, VLOA AND ERBS WILL BE ESTABLISHED AND AVAILABLE AT THE FOLLOWING LOCATIONS:

NMAD:

CITY	CITY	CITY	CITY
ANDERSON	CUMBERLAND	LAFAYETTE	PHILADELPHIA
AVON	DANVILLE, IL	LANSING	PLYMOUTH
BALTIMORE	DETROIT	LIMA	READVILLE
BEAHARNOIS	ERIE	LORDSTOWN	ROSELAKE
BENNING	EVANSVILLE (CD)	MARYSVILLE	SELKIRK
BROOKLYN JNCT	FLINT	MASSENA	SYRACUSE
BRUNSWICK	GARRETT	NEWELL	TERRE HAUTE
BUFFALO	GLENWOOD	NIAGARA FALLS	W. SPRINGFIELD
CHICAGO	GRAFTON	NW OHIO	WALBRIDGE
CINCINNATI	GRAND RAPIDS	OAK POINT	WILLARD
CLEVELAND	HAGERSTOWN	OTTOWA	WILMINGTON (DE)
COLUMBUS	JESSUP	PARKERSBURG	WORCESTER
CONNELLSVILLE	KINGSTON		

CSRA:

CITY	CITY	CITY	
ATKINSON	ETOWAH	LAKELAND	RAINELLE
ATLANTA	EVANSVILLE (HD)	LOUISVILLE	RICHMOND
AUGUSTA	FITZGERALD	MANCHESTER	ROCKY MOUNT
BIRMINGHAM	FLORENCE	MEMPHIS	RUSSELL
CAYCE	GREENWOOD	MOBILE	S. CHARLESTON, WV
CHARLESTON	HAMLET	MONTGOMERY	SAVANNAH
CHARLOTTE	HAZARD	NASHVILLE	SHELBY
CLIFTON FORGE	HINTON	NEW ORLEANS	SPARTANBURG
COVINGTON	JACKSONVILLE	PEACH CREEK	TAMPA
DANVILLE WV	KINGSPORT	PENSACOLA	WAYCROSS
			WILMINGTON (NC)

ITEM 3 - APPLICATION

VLOA: PER SYSTEM NOTICE 122, TRAINMEN IN ACTIVE SERVICE MAY EXPRESS INTEREST IN A VOLUNTARY LEAVE OF ABSENCE (VLOA). DUE TO SYSTEM LIMITATIONS, THE APPLICATION PROCESS FOR VLOA HAS CHANGED. THE CURRENT PROCESS, IN EFFECT WITH THIS NOTICE AS OF APRIL 8, 2020, WILL BE TO NOTIFY CMC MANAGEMENT THROUGH YOUR LOCAL CHAIRMAN OR FIELD MANAGER. ERB: PER SYSTEM NOTICE 122, TRAINMEN WHO CANNOT HOLD A REGULAR ASSIGNMENT AND ARE SUBJECT TO INVOLUNTARY FURLOUGH AS A RESULT OF COVID-19 HAVE THE FOLLOWING OPTIONS: A) HOLD A POSITION ON AN ERB, B) EXERCISE SENIORITY TO POSITIONS ALREADY QUALIFIED ON, OR C) TAKE POINT FURLOUGH.

IF YOU ARE OR WILL BE FURLOUGHED AND WISH TO HOLD A POSITION ON AN ERB, PLEASE NOTIFY CMC PER INSTRUCTIONS BELOW. AFTER OPTING IN TO AN ERB, YOU WILL BE CONTACTED FOLLOWING PLACEMENT TO INDICATE THE START DATE OF YOUR ACTIVE SERVICE WEEK. IF YOU DO NOT OPT IN AND DO NOT MAKE A SENIORITY MOVE WITHIN 48 HOURS OF NOTIFICATION, YOU WILL BE PLACED IN FURLOUGH STATUS.

ERB POSITIONS WILL BE MADE AVAILABLE FOR ALL INTERESTED EMPLOYEES. EMPLOYEES PLACED ON ERBS WILL BE ON THIS BOARD FOR AT LEAST 28 DAYS. EMPLOYEES WILL BE IN A ROTATING STATUS, ACTIVE FOR SEVEN (7) CONSECUTIVE DAYS (NO REST DAYS) AND IN INACTIVE (FER) STATUS FOR 21 DAYS.

ITEM 4 - ERB OPT-IN INSTRUCTIONS

EMPLOYEES ARE ABLE TO USE SMART PHONE OR OTHER ELECTRONIC DEVICE TO ACCESS ERB OPT IN AS FOLLOWS:

- A. OPEN AN INTERNET SESSION
- B. GO TO [HTTPS://WWW.CSXCREWLIFE.COM/](https://www.csxcrewlife.com/)
 - A. IF USING CREW LIFE, ENTER RACF ID AND PASSWORD
 - B. FROM THE MAIN MENU, GO TO THE 'WHAT'S NEW' SECTION
 - C. SEE ANNOUNCEMENT ABOUT THE NEW PROCESS AND A LINK. COPY AND PASTE THE LINK IN A NEW INTERNET SESSION TO OPEN.
- C. ALTERNATIVELY, GO DIRECTLY TO [HTTPS://TINYURL.COM/FURLOUGHERB](https://tinyurl.com/furlougherb)
 - A. COMPLETE THE FORM WITH EMPLOYEE ID #, SUPPLY POINT AND INDICATE IF YOU WOULD LIKE TO BE ON THE ERB BOARD FOR YOUR LOCATION.
- D. HIT SUBMIT.

ALTERNATIVELY, EMPLOYEES CAN EMAIL OR FAX THE ATTACHED FORM USING ONE OF THE METHODS BELOW:

- A. EMAIL APPLICATION TO CMC_FORMS@CSX.COM (OR)
- B. FAX APPLICATION TO (BELL) 904-245-2989 OR (COMPANY) 8-245-2989.

AS A CSXT TRAIN SERVICE EMPLOYEE, I AM WILLING TO ACCEPT AN ERB POSITION AT MY CURRENT WORK LOCATION UNDER THE PROVISIONS SET FORTH IN THE ATTACHED NOTICE, EFFECTIVE APRIL 8, 2020, AND SYSTEM NOTICE 122, EFFECTIVE MARCH 28, 2020.

NAME:

ID NUMBER:

CURRENTLY WORKING AT:

SIGNATURE:

DATE:

ISSUED BY CREW MANAGEMENT CENTER