

FREQUENTLY ASKED QUESTIONS (FAQs)
AND ANSWERS RELATED TO THE
CSX—SMART-TD MEMORANDUM OF UNDERSTANDING ON COVID-19
NATIONAL EMERGENCY TEMPORARY FURLOUGH MITIGATION PROGRAMS

VOLUNTARY LEAVES OF ABSENCE (VLOAs)

Q-1: How will furlough mitigation VLOAs be offered and awarded?

A-1: In locations where reductions are anticipated, CSXT may offer VLOAs to mitigate, reduce or avoid any involuntary furloughs. VLOAs will be awarded in seniority order, by location, to employees not anticipated to be subject to furlough. Employees who possess special qualifications needed to protect rail operations may, in certain instances, not be awarded VLOAs; however, these will be evaluated on a case-by-case basis.

Q-2: How do employees claim a VLOA once posted?

A-2: To claim a VLOA, an employee should notify Crew Management Center (CMC) Management through his/her local chairman or field manager. Employees awarded a VLOA will be required to remain on it for 14 days.

If covered by the Consolidate Southern Region Agreement (CSRA); employee bid cards will be deactivated while on a VLOA. Employees returning from a VLOA to active service must notify CMC and follow applicable CSRA rules/timeframes. An employee's bid card will be activated, and the employee will be awarded a job on the next Job Adjustment Day (JAD), seniority permitting.

If covered by the NMAD (North Mid-Atlantic District) agreement, following the 14-days on the VLOA, an employee will have a full seniority move and be placed on the assignment immediately. The employee must exercise seniority to an assignment within 48 hours.

Q-3: Will employees on a VLOA observe previously scheduled vacation that falls within the VLOA period?

A-3: Yes. Employees will observe scheduled vacation while on a VLOA. Employees on a VLOA may also utilize available vacation and paid leave (PLDs) entitlements at their option.

Q-4: Do employees awarded a VLOA receive health and welfare coverage?

A-4: Yes. Although employees on voluntary leaves normally do not continue health and welfare benefits past the end of the month in which the leave begins, employees accepting the furlough mitigation voluntary leaves pursuant to the Memorandum of Understanding (MOU) with SMART-TD will be provided health and welfare benefits for four months after the month in which leave begins.

Q-5: What happens if there are not enough requests for VLOAs at a particular location?

A-5: The MOU provides that CSXT will offer affected employees positions on a temporary Emergency Reserve Board (ERB).

EMERGENCY RESERVE BOARDS (ERBs)

Q-6: What is an ERB?

A-6: The ERB is for all employees who cannot hold a regular assignment and who remain subject to involuntary furlough after the award of all VLOAs. ERB positions are guaranteed one payment equivalent to seven days of guarantee in each 28 day cycle. Employees will be credited with RRB and vacation credits while assigned to the ERB. Employees called from the ERB will accept the conditions and rates of pay of the assignment for which called.

Q-7: How will employees be offered positions on the ERB?

A-7: ERB positions will be made available for all interested employees. When placed on an ERB, an employee will remain on it for at least 28 days. Employees will be in a rotating status – active for seven consecutive days, inactive for 21 days. The rotation will start by placing the most senior employees into active status and junior employees into inactive status (FER). After opting-in to an ERB, an employee will be contacted following placement to indicate the start date of his/her active service week.

If an employee is, or will be, furloughed and wishes to hold a position on an ERB, CMC should be notified per the following instructions:

Employees are able to use smart phone or other electronic devices to access ERB Opt-In as follows:

- A. Open an internet session
- B. Go to <https://www.csxcrewlife.com/>
 - 1. If using Crew Life, enter RACF ID and password
 - 2. From the Main Menu, go to the “What’s New” section
 - 3. 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>. Complete the form with your employee ID#, supply point, and indicate if you would like to be on the ERB for your location.
- D. Hit Submit

Also, employees can send a completed ERB application form via email to CMC_FORMS@csx.com or fax to (904) 245-2989 (bell) or 8-245-2989 (company).

The ERB application form is available as part of CSXT System Notice 104 or on the LR Gateway site (<https://csxgateway.csx.com/dgd/departmentgroups/laborrelations/Pages/COVID-19-Labor-Information.aspx>).

If an employee does not opt-in nor make a seniority move within 48 hours of notification, he/she will be placed in furlough status.

Q-8: What will happen if additional employees are cut-off due to changes in the number of employees taking VLOA at any given time?

A-8: If an employee is displaced (cut-off) at the supply point due to other employees returning from voluntary leave, he/she may elect to be placed on an ERB (or decline and be subject to involuntary furlough). An affected employee in this scenario will be placed on an ERB in active status (being most senior) and covered under the guarantee for that day. However, any eligible guarantee will be prorated for

the days in active status, and the employee's active/inactive rotation will begin at that point. Should additional employees request VLOA, there may be opportunities to return employees from the ERB to normal service.

Q-9: How will employees be used for service while on the ERB?

A-9: Employees in active status will be called in the vacancy fill step where the Furlough Retention Board cycle formerly existed. Additionally, employees will be governed under the terms of the collective bargaining agreement when used.

Q-10: Are employees only eligible for one guarantee payment per 28-day cycle?

A-10: Yes. The concept of active/inactive rotation was to provide a fair and equitable manner to compensate those subject to call for work and protect the ability to claim Railroad Retirement Board unemployment benefits for the days in cycle when inactive and considered involuntarily furloughed. Note: employees who wish to claim benefits must follow the qualification and claim guidelines through the RRB.

GENERAL

Q-11: Can employees utilize weekly vacation entitlements?

A-11: Yes, as cited for the respective boards:

Emergency Reserve Board

Employees in ERB positions may utilize paid vacation and personal leave under the collective bargaining agreement only during periods of inactive service. An employee observing scheduled and awarded vacation days or weeks that coincide with scheduled ERB availability days during a bi-weekly pay period will be offset one-seventh of the bi-weekly guarantee for each such day unavailable.

Voluntary Leave of Absence

Accrued vacation will be taken as scheduled if it is concurrent with leave.

Q-12: Can employees on a VLOA or furloughed due to COVID-19 cash-in vacation or personal leave days in lieu of observing them?

A-12: Yes, employees can submit their request by indicating the date(s) and type of entitlement they wish to utilize through one of the following options:

- **SUBMIT A CASE, 24 HOURS A DAY**

Click here to create a case online through Employee Self Service, or go to CSX Employee Gateway > Health, Pay & Benefits > Employee Self Service > Create New Case

- **SEND AN EMAIL**

Email Payroll@csx.com for all questions related to your pay or Union Health & Welfare

- **CALL CSX EMPLOYEE SERVICE CENTER**

Call us at 1-800-633-4045, Monday - Friday, 7:30 AM - 4:30 PM

Q-13: Can an employee change his/her mind once on an ERB or VLOA?

A-13: No.

Q-14: What happens to my Health & Welfare benefits if I opt to take a VLOA or am placed on an ERB?

A-14: Here are four possible scenarios and resulting outcomes:

- Employee on 14-day voluntary leave will continue to receive H&W coverage in the subsequent month based on service within the month (seven days compensated service) and will make normal medical premium contributions;
- Employee who elects voluntary leave for consecutive 14-day periods, and who for that reason may not have seven days of compensated service within a calendar month, will be considered on a leave of absence. Based on the terms of the Agreement, the employee will be placed into a Compensation Maintenance status under the national H&W plan and will continue to make monthly contributions for continuation of H&W for up to four additional months following the month in which their voluntary furlough leave began;
- Employee on the ERB will continue to receive H&W as long as he/she has seven days of compensated service within a month and will continue to make monthly H&W premium contributions; and
- Employee who elects furlough, remains inactive, and does not displace, will be covered through the end of the fourth month following the month in which the employee last rendered compensated service or received vacation pay. Note: vacation pay must have been received by the employee prior to the furlough election.

Q-15: What if an employee is on a VLOA for a month or more and needs to make a H&W contribution but has no pay to deduct from, or what if the seven-day ERB spans two months and the employee doesn't get a full seven days in one calendar month?

A-15: In either event, the employee's cost share would go into arrears and be deducted from the next check he/she receives.