



UNION PACIFIC RAILROAD COMPANY  
PORTLAND Superintendent Bulletin No. - 2

---

PURPOSE:

TE&Y Attendance Policy

---

EFFECTIVE DATE: 0001, JANUARY 01, 2006  
CANCELLATION DATE: 2359, DECEMBER 31, 2006

---

CANCELLATIONS:

---

TE&Y ATTENDANCE POLICY

It is expected that Union Pacific employees will protect their job assignments on a full-time basis. In cases where an employee does not work full time, the following policy is applicable:

1. Employees who do not work full time will be identified. The identified employee's work record will be examined to ensure the information is accurate. During this process, every effort will be made to identify those employees who have legitimate reasons for their absences. If necessary, the supervisor will contact the employee to obtain additional information and/or clarify the available information. If the employee's attendance record warrants, an investigation will be held. If appropriate, discipline will be issued based on the results of the investigation.
  2. Identification will include employees with:
    - A. Frequent or pattern of weekend layoffs.
    - B. Frequent or pattern of holiday layoffs.
    - C. Frequent personal layoffs.
    - D. Frequent sick/sickness in family layoffs without medical documentation.
    - E. Lower availability days when compared to peers.
  3. The employee's work record will continue to be monitored. If the employee still fails to work full time, a second and, if needed, third investigation will be held. If appropriate, discipline will be issued based on the results of the investigations.
  4. Discipline assessed for violations of this policy will be independent of discipline "levels" computed under UPGRADE.
  5. Employees will be instructed to mark up for service immediately and to work full time following the first and second investigations.
  6. A third absenteeism offense will result in dismissal.
- 

Todd A. Wimmer \_\_\_\_\_  
Gen. Superintendent