



Mark-Off Guidelines

MAINTENANCE OF WAY

Employee Mark-Off Process

Step 1:

Employee under the influence of illicit drugs or alcohol will contact the foreman of his/her need to mark-off **Operation RedBlock**.

Note: In the case where an employee does not report directly to a Foreman, he/she would call their next immediate Manager.

Step 2:

Foreman will mark-off the employee "**Sick No Pay.**"

Note:

- This handling can happen when Foreman receives the call or when calling the Employee.
- No Comments will be placed in the employees' history. **This information is confidential and should be treated so.**

Step 3:

Foreman will notify the Manager of the employee marking off "Sick No Pay". Foreman or Manager will provide the 24/7 EAP Helpline (800-657-3366) in case the employee needs further assistance/support following the mark-off.

Employee Mark-Off Procedures

Self Mark-Off (Prior to Duty)

Employee under the influence of illicit drugs or alcohol will contact the foreman/local supervisor of his/her need to mark-off **Operation RedBlock. This must be done prior to reporting for duty.**

Foreman will notify the Local Supervisor/Manager of Signals of the employee marking off "Sick No Pay". Foreman or Local Supervisor will provide the 24/7 EAP Helpline (800-657-3366) in case the employee needs further assistance/support following the mark-off.

Co-Worker Intervention (Prior to Duty)

If you are called to or scheduled to work and discover that your co-worker has been using alcohol or drugs, (whether impaired or not) immediately stop what you are doing and tell your co-worker that you cannot work with him/her. Advise your co-worker that they need to be marked off Operation RedBlock. A call must be made to the Foreman or Manager prior to reporting for duty. Once the Carrier Officer is notified that you have a RedBlock situation, he/she will assist, when necessary, in getting your co-worker off duty and safely off the property. No discipline will be administered, and no records will be kept.

On-Duty

If an employee is found to be impaired while on duty, the co-worker must use the bypass agreement and request the help of a Carrier Officer. In these cases, the Carrier Officer will assist in removing the employee and getting him/her off property safely. Employee will be removed from service and must contact the Employee Assistance Program (EAP) within five (5) days, per the bypass agreement.