

**Process for handling Operation RedBlock mark-off for
Maintenance of Way Employees:**

Step 1:

Employee under the influence of illicit drugs or alcohol will contact the **Foreman** (Peer to Peer) 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 "SNP" (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"

Step 4:

Manager then will notify Director/ADE of employee marking off sick (SNP)

Step 5:

Director/ADE will contact **one** of the ORB System Coordinators below of the employee marking off.

ORB System Coordinators contact information:

- Michael Barnhill – (904) 612-8576
- Phillip Young – (904) 742-5866
- Mike Jackson – (904) 304-6001

Please leave following information on voicemail if no answer:

- 1.) **Name of Employee**
- 2.) **ID Number**
- 3.) **Time of mark-off**
- 4.) **Location of mark-off**
- 5.) **Employee Phone number**

Employees marking off Operation RedBlock will be permitted to stay in company provided lodging until next tour of duty.

Employee will not be eligible for a time/meal allowance on the day of the Operation RedBlock mark off.

Employees are not permitted to leave the premises, of company provided lodging, using his/her personal-company vehicle.