

PROCESS FOR HANDLING OPERATION REDBLOCK MARK OFFS  
INVOLVING SIGNAL EMPLOYEES

The following procedures establish a standard process to be used when an employee marks off Operation Redblock.

<b>Step</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>❖ The employee will notify the Foreman/ESS of the Operation RedBlock mark off.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Mark the employee off - “<i>SNP – Sick No Pay</i>”</li> </ul> <p>Note: This handling should be given either for a call received from an employee or when calling the employee.</p>
<ul style="list-style-type: none"> <li>❖ Foreman/ESS will notify the Supervisor/Manager of Signals of the Operation Redblock mark off.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Mark the employee off - “<i>SNP – Sick No Pay</i>”</li> </ul> <p>Note: Do not place comments in the employee’s history. This is confidential information and should be treated so.</p>
<ul style="list-style-type: none"> <li>❖ Supervisor/Manager of Signals contacts the System RedBlock Coordinator. (Please leave message if you receive a voice mail.)</li> </ul>	<p><b>Contact:</b></p> <ul style="list-style-type: none"> <li>❖ Michael Jackson – (904) 304-6001.</li> <li>❖ Phillip Young – (904) 742-5866</li> </ul>
<ul style="list-style-type: none"> <li>❖ Provide the following information to the System Coordinator.               <ol style="list-style-type: none"> <li>1. <b>Name of employee</b></li> <li>2. <b>ID number</b></li> <li>3. <b>Time of mark off</b></li> <li>4. <b>Location of mark off</b></li> <li>5. <b>Employee phone numbers</b></li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>❖ The Coordinator will then contact the local Team Captain who will personally contact the employee and Local Chairman when required.</li> </ul>

**These procedures should enable the proper handling of an Operation Redblock mark off.**

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

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