

Mark-off Process for Yardmasters

These are the standard processes to be used to ensure proper handling when an employee Marks-off Operation RedBlock.

- **Caller receives the call:**

Employee marks off Operation RedBlock.

- **Mark the employee off “SIC”**

(Note: This handling should be given either for a call received from an employee or when calling the employee.)

(Note: Do not place comments in the employee's history. This is confidential information and should be treated as such.)

- **Supervisor contacts the System RedBlock Coordinator:**

- Phillip Young: 270-779-5873

- Mike Jackson: 724-301-3055

(Leave a message if you get voice mail.)

Provide the following information to the System Coordinator.

1. Name of employee
2. ID number
3. Time of mark-off
4. Location of mark-off
5. Employee phone numbers.

The coordinator will contact the local team captain who will personally contact the employee.