



BUILDING AMERICA®

Agreement Intercraft Transfer Policy for Employees of Union Pacific Railroad

Purpose

- This policy outlines procedures and guidelines for employees who want to request a transfer to a position not covered by their collective bargaining agreement.
- Consideration will be given to active and furloughed employees concurrent with external applicants in selection for agreement vacancies unless otherwise indicated on a job posting. Vacancies will be filled with the most qualified candidate.
- This policy is not intended to prevent an employee from exercising any existing right of transfer to positions that are within the provisions of collective bargaining agreements. The agreement will prevail in the event of a conflict with this policy.

Definition of an Intercraft Transfer

For purposes of this policy "Intercraft Transfer" means: any re-assignment from one craft to another craft that has not been agreed to under either applicable collective bargaining agreement. Examples include:

- Track Laborer to/from Train Service
- Track Laborer to/from Assistant Signal Person
- Track Laborer to Apprentice Freight Car Repairer
- Track Laborer to Mechanical Service Operator
- Mechanical Service Operator (F&O) to Apprentice Freight Car Repairer or Apprentice Diesel Electrician or Apprentice Diesel Mechanic
- Work Equipment Mechanic to Diesel Mechanic

The above list is not intended to be an all-inclusive list of examples.

Eligibility

Position Requirements: An employee applying for agreement vacancies under this policy must meet all job specific selection criteria (education, experience, etc.) and successfully complete all testing requirements as outlined in the job posting.

Safety Record: An employee will be rejected if his/her personal record demonstrates a disregard for safety. An employee may not have had a documented safety rule violation within three years of applying for transfer to another craft.

Service:

- An employee must have two years of continuous service in his/her present position/craft in order to apply to transfer under this policy except as follows:
 - Furloughed employees are exempt from the 2 year rule
 - If there are furloughed employees in the same craft and on the employee's seniority (Example: Track Laborer at North Platte with six months service is furloughed on his/her seniority district. Another Track Laborer on the furloughed employee's seniority district is working. Both employees are eligible to apply for transfer under this policy.)
 - A Mechanical Service Operator (Fireman & Oiler) may request transfer within their department to an apprentice position.

Apprenticeship: An employee currently in an apprenticeship/training program is not eligible to apply for re-assignment under this policy. Subsequent to the completion of the apprenticeship program, such employee will not be eligible to apply for re-assignment to another craft for a period equal to the training (i.e., 3 years apprentice program, 3 years additional service).

Discipline: An employee will not be considered if he/she has discipline pending or is undergoing an investigation. The Company shall assume no liability for a request to transfer in cases where discipline is overturned in an arbitration award.

- An employee who has received formal discipline will be ineligible to transfer under this policy for the number of years equal

or equivalent to the Upgrade retention period for the employee's offense. The retention period begins with the date of the incident resulting in disciplinary action. The discipline levels and retention period are as follows:


Level	Retention Period
1	6 months
2	12 months
3	18 months
4	24 months

- An employee returned to service from Level 5 dismissal on a leniency basis (other than Rule 1.5) will be considered at their previous level or a Level 3, whichever is greater. The waiting period will be a minimum of 18 months before applying for transfer under this policy.
- An employee who has violated General Code of Operating Rule 1.5 Drugs and Alcohol and/or is covered by the Companion Agreement within the past 12 months will not be eligible for transfer. An employee who has violated General Code of Operating Rules 1.5 Drugs and Alcohol and/or is covered by the Companion Agreement within the previous 24 months must have approval from the Employee Assistance Program that a follow-up program has been successfully completed.

Reapply Policy: An employee who has previously interviewed for a transfer is only eligible to reapply for the same craft, regardless of geographical location, after a period of six months from the date of the interview.

Vocational Rehabilitation Program: On a case-by-case basis, employees participating in the company sponsored vocational rehabilitation program may be exempted from the provisions of this policy, if approved by the Health Services Department.

Application Process

- Human Resources posts anticipated vacancies online at www.UP.jobs.
- Employee must complete and submit an online application for the posted position
- Employee shall obtain and complete a Request for Agreement Intercraft Transfer Form (). The employee will be responsible for having their current Non-agreement Supervisor sign this form.
- Employee must bring the signed form if invited to a hiring session.
- Testing and interviewing of eligible employees will be conducted at a location determined by Human Resources. It is the employee's responsibility to arrange for time off and transportation at their own expense.
- Human Resources and department managers will determine who is offered the position(s). The employee will be notified via the employee Applicant Account Center at www.UP.jobs
- If an employee is offered a position/granted a transfer the employee will be required to successfully qualify on a medical assessment, background investigation and physical ability test as required for the position.