Attendance Point System
For Employees of
CSX Intermodal Terminals, Inc.
and
Fruit Grower’s Express Company

Preface

This policy supersedes all prior policies and practices relating to the handling of all attendance and absenteeism occurrences previously handled under the Attendance / Absenteeism Policy for Employees of CSX Intermodal Terminals, Inc. and Fruit Growers Express Company. This policy is to be administered in addressing all attendance and absenteeism occurrences under the former policy as well as any others provided for by this policy and in accordance with its attendance point system.

Discussion

“It Starts with the Customer” is one of our essential core values. To exceed our customer’s expectations on every shift of every day of the year, we must be relentless in our pursuit of excellence. Our ability to achieve the goal of conducting business effectively and productively depends, in major part, on our employees fulfilling their responsibility to report to work promptly and regularly as well as notifying their manager in a timely manner, within established guidelines, of unavoidable circumstances beyond reasonable control which may prevent an employee from reporting to work as scheduled. The majority of CSX Intermodal employees fulfill this fundamental responsibility day in and day out.

However, there are those individuals who develop attendance problems. Habitual absenteeism and tardiness directly impacts our operation and the level of productivity and service we are capable of providing our customers. In addition, attendance failures adversely affect team morale by placing an unfair burden on fellow employees. The attendance point system addresses these situations by providing those employees with attendance issues an opportunity to improve their records through regular and steady attendance as well as providing an objective, no fault basis for the imposition of discipline for instances of non-attendance and tardiness.

The company views this attendance point system as a reasonable and objective means to assist employees in understanding their attendance obligations and the potential consequences of the failure to meet these obligations. It is not intended as a punitive measure for those employees with chronic illness nor is it intended to significantly impact employees whose attendance is normally consistent but is temporarily affected by special circumstances.
## ATTENDANCE POINT SCHEDULE

<table>
<thead>
<tr>
<th>Attendance Incident</th>
<th>Corresponding Time Code</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Call / No Show</td>
<td>NCNS</td>
<td>10</td>
</tr>
<tr>
<td>Missed Call</td>
<td>OMC</td>
<td>10</td>
</tr>
<tr>
<td>Late Mark Off</td>
<td>FTR</td>
<td>5</td>
</tr>
<tr>
<td>Absent Mark Off</td>
<td>AWP</td>
<td>3</td>
</tr>
<tr>
<td>Sick Mark Off (w/o Drs Note)</td>
<td>SICKNN</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCKUNN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(for each day absent)</td>
</tr>
<tr>
<td>Late</td>
<td>LATE/LATEPD</td>
<td>2</td>
</tr>
<tr>
<td>Sick Mark Off (w/ Drs Note)</td>
<td>SICK</td>
<td>1*</td>
</tr>
<tr>
<td></td>
<td>SCKU</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(for each day absent)</td>
</tr>
</tbody>
</table>

*Employees absent due to sickness on consecutive work days will be assessed 1 point for each day of the absence, provided a doctor's note is submitted documenting the entire period of absence.

1. **Assessment of Points**

   a. Subject to the Attendance Point Schedule above, employees will be assessed points for various incidents of non-attendance.

   b. Points will accumulate and will result in discipline when the point total is equal to or greater than twenty (20).

   c. Each employee will be notified whenever he/she is assessed and/or reduced points under this policy.

2. **Reduction of Points**

   a. **Two (2) points** will be deducted from an employee’s accumulated point total for every calendar month in which the employee has no attendance incidents covered under the Attendance Point Schedule above and has not otherwise been absent during the calendar month for any reason, with the exception of approved vacation or personal days.

   b. Following the sixth (6th) consecutive calendar month without an attendance incident, **three (3) points** will be deducted from an employee’s accumulated point total for each successive month he/she has no attendance incidents covered by the point system.

   c. An employee's point total cannot be less than zero (0).
3. **Counseling**

   a. Employees will be notified once their point total equals or exceeds fifteen (15) points.

   b. A meeting will be held between the employee and his/her supervisor to discuss the employee's attendance issues and the potential disciplinary consequences for continued failures.

   c. Following the meeting, written notification will be provided to the employee documenting the employee's accumulated point total and the counseling session.

4. **Discipline**

   a. An employee who accumulates at least twenty (20) points will be subject to progressive discipline each time his/her point total reaches twenty (20) or more points, in accordance with the following disciplinary schedule:

<table>
<thead>
<tr>
<th>Step</th>
<th>Accumulated Points</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≥20</td>
<td>One (1) day suspension</td>
</tr>
<tr>
<td>2</td>
<td>≥20</td>
<td>Three (3) day suspension</td>
</tr>
<tr>
<td>3</td>
<td>≥20*</td>
<td>Discharge</td>
</tr>
</tbody>
</table>

   *For purposes of discharge only, the twenty (20) point total will be increased two (2) points for each five (5) years of service. For instance, a twenty (20) year employee will be subject to discharge upon accumulation of 28 points, following assessment of discipline at Steps 1 and 2.

   b. The imposition of any of the progressive disciplinary steps above will reduce the employees point total by ten (10).

   c. All discipline other than discharge under the Attendance Point System shall be administrative, i.e. a "paper suspension."

   d. If an employee goes two (2) years without receiving any attendance-related disciplinary suspensions, the employee will begin the process anew at the counseling step.
**Guidelines and General Rules**

The following are guidelines and general rules supporting the administration of the Attendance Point System:

1. Employees are required to report for duty at the designated time and place.

2. While on duty, employees are required to devote themselves exclusively to the company’s service. They must not absent themselves from duty, exchange duties, or substitute another employee in their place without proper authority.

3. Extra/Extra board employees are required to respond to all calls for work.

4. Unless otherwise required by law, absent or tardy employees must contact the office to report their status no later than **two (2) hours** before the assigned starting time.

5. No employee will be excused for not reporting his/her status.

6. Personal business, dental, medical and other appointments should be scheduled outside of the employee's regular assigned hours whenever practical. For those occasional instances which the employee is required to handle these types of appointments during regular working hours, employees should notify their supervisor at least **forty-eight (48) hours** before the appointment to allow the company to manage its staffing needs. If unusual circumstances arise, employees should notify their supervisor as soon as practicable. Approval may be contingent upon operational needs at the time of the employee’s appointment.

7. With respect to the placement of current employees within the disciplinary process, an employee who has been assessed **discipline** for an attendance related offense within three (3) years of the effective date of this policy will be handled as indicated below:

   a. **Previous discipline at “First Investigation Step”** – Employee will be considered as having been counseled and his/her attendance point balance will be assessed 5 points.

   b. **Previous discipline at “Second Investigation Step”** - Employee will be considered as having been counseled and his/her attendance point balance will be assessed 10 points.

   c. **Previous discipline at “Third Investigation Step”** – If the employee was not terminated, and was not given a LCA, then the employee will consider to have been counseled and his/her attendance point balance will be assessed 15 points. If the employee was not terminated, but was given a last-chance agreement (LCA), then the employee’s attendance point balance will be assessed 15 points and he/she will continue to be governed by the LCA.

8. An employee working under a “last chance” agreement will continue to be governed by the terms of that agreement.

9. The Attendance Point System / Disciplinary Policy is not intended to preclude legally protected leaves or other excused absences which are properly certified and/or documented, including bereavement leaves, compassionate leaves, leaves of absence provided for by the collective bargaining agreements, paid personal days provided for the collective bargaining agreements, FMLA leaves, jury duty, military leaves, union business and leaves arising from workers' compensation claims.