

Intracraft Transfer Policy for Agreement Train Service (TE&Y) Employees

This policy outlines procedures and guidelines for FRA certified employees applying for a transfer to a different work location within the Train, Engine and Yardmen crafts (TE&Y).

This policy is not intended to prevent an employee from exercising any existing right of transfer to positions under the terms of the applicable collective bargaining agreements. The agreement will prevail in the event of a conflict with this policy.

Definition of Terminology

A reassignment of a FRA certified TE&Y employee in an area outside of their seniority district (meaning they cannot bump/bid into a job in that area).

Example: Employee A is in a Brakeman/Switchman position in Location 1, and can bid on any Brakeman/Switchman position through the collective bargaining agreement in Hub 1. Employee A moves to a Brakeman/Switchman position in a location outside that agreement's territory – Hub 2. The employee cannot exercise his/her seniority to move into this position since it is out of the agreement's seniority district.

Affiliated Policies

Intercraft Transfer Policy

Eligibility Prerequisites

Before an employee will be considered eligible for transfer under this policy, the employee must satisfy the following:

FRA Certification: The employee must have a valid FRA license for the position.

Discipline Record:

- Agreement employees with an active Managing Agreement Professionals for Success (MAPS) incident on record are ineligible for transfer.
- Agreement employees with an active Attendance Policy event on record are ineligible for transfer.

1. Discipline:

- An employee is not eligible for transfer if he/she has discipline or revocation of certification pending or is undergoing an investigation. The Company shall assume no liability for denying a transfer in cases where discipline or revocation of certification is later overturned through an appeals process.
- 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.

2. Service:

- Qualified locomotive engineers or engineers in training will be eligible to transfer under this policy if a sufficient number of demoted engineers remain at the location the employee is transferring from to protect anticipated volumes and service levels.
- An employee will not be allowed to transfer if he/she is subject to an existing relocation agreement or program.
- Furloughed employees are exempt from the existing relocation program restriction. (Employees entitled, pursuant to a prior UPRR transfer offer, to receive relocation funds or payments in connection with their transfer to their current work location who subsequently transfer voluntarily to another work location will not be eligible to continue receiving the remainder of their relocation funds or payments funds or payments that were payable for their transfer to their current work location.)
- An employee must have two years of continuous service as an operating craft employee in order to be eligible to transfer under this policy except as follows:
 - Furloughed employees are exempt from the 2 year rule
 - Employees who have less than 2 years of continuous service and are working on a seniority district/hub that has furloughed employees are exempt from the 2 year rule

Selection Criteria

From those employees who are eligible for transfer based on the above criteria, employees will be selected for transfer provided they satisfy all job specific criteria (education, experience, etc.); have successfully completed all prerequisites including, but not limited to testing requirements outlined in the job posting; and meet the following selection criteria:

- Provide Quality Service: Display job performance that exceeds expectations, with emphasis on problem solving as well as adapting and reacting to changing conditions on a job, and execute the Company's service delivery goals by exhibiting an understanding and appreciation of the importance of the need for high-quality service;
- Actively Engage in Company's Operating and Safety Goals: Work cooperatively with peers and management to achieve a safe working environment for all employees and members of the community while displaying the highest ethical standards; and,
- Demonstrate Respect for the Company, its Customers, and Colleagues: Adhere to rules and legal obligations, have strong communication skills, and maintain respectful interaction with others.

Limitation

The Company reserves the right to reject or limit the number of transfer opportunities for any reason, including, but not limited to, the needs of the Company's service and the continued safe and efficient operation of trains.

Current Recruitment Process

Step 1: Employees must complete and submit an online application for the posted position under the **"Train Crew – Transfer"** job title on www.UP.jobs. Please note the Train Crew postings for this process have "Transfer" in the title; other postings are for externals or for non-Train Crew internals. Employees must acknowledge and agree to application position questions regarding the transfer policy and agreement, including relinquishment of seniority rights. There is no form required for this process.

Step 2: Talent Acquisition (TA), Network Planning and Crew Management Services (CMS) screens the application based on hiring needs and the individual's eligibility.

Step 3: If sending the candidate to the next step in the process, TA informs the Superintendent of approved transfer.

Step 4: The TA representative dispositions and calls the candidate and offers a transfer.

Step 5: If the candidate accepts the transfer, the TA representative informs CMS and Technical Training that the individual is ready for transfer.

Step 6: CMS and Service Unit and Technical Training personnel determine the start date and complete the Return to Work Checklist for the candidate (if applicable).

Version Management

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