Eric Caruth
Director, Labor Relations

500 Water Street, J-455
Jacksonville, FL 32202

September 10, 2026

TO: All Engineering BMWED - Represented Employees

RE: Verification of Furlough Status and Consideration for Potential Work Opportunities

CSX Transportation, Inc. is committed to complying with applicable collective agreements providing potential work opportunities to employees who are involuntarily furloughed while contractors perform certain work on a Service Lane Work Territory.

Voluntary vs. Involuntary Furlough

An employee is generally considered **Involuntarily Furloughed** when no position is available through the exercise of seniority, no displacement opportunity exists, and no other position is available for the employee to hold.

An employee is generally considered **Voluntarily Furloughed** when the employee elects not to exercise available seniority rights or declines available work.

Employee Notification Requirement

Employees who believe they are involuntarily furloughed and have no available work through the exercise of seniority will automatically be offered the choice of involuntary or voluntary furlough status. Employees must notify the Carrier whether they elect involuntary or voluntary furlough status, for example using the Furlough Status Notification Form described in Attachment A. Employees who do not notify Payroll of their desired furlough status will be considered to accept the voluntary furlough offer until the employee notifies Payroll of a change in status.

Employees who wish to update or change their status must:

- Carefully review all available displacement opportunities in myJOBtrax prior to contacting payroll.
- Notify Payroll that they are either Involuntarily or Voluntarily Furloughed.
- Maintain current telephone, mailing address, and email contact information.
    - Employees can view and modify current information via Direct Access.
    - Direct Access / Me tab / My Person Info tile / My Contact Info tile
- If updated to Involuntary, monitor and promptly respond to communications regarding potential work opportunities.
- Notify Payroll again when they return to service or their employment status otherwise changes.

Employees may update their furlough status with Payroll using any of the methods listed in Attachment A

Why Status Matters

Accurate furlough status may affect both consideration for potential work opportunities and the administration of health and welfare benefits. Employees identified as **Involuntarily Furloughed** may be considered for potential work opportunities that arise under applicable subcontracting agreements and related memoranda of agreement; however, notification of Involuntary Furlough status does not guarantee

compensation, benefits, or assignment to any position. Under the applicable Railroad Employees National Health and Welfare Plans, continued benefit coverage is generally determined based on qualifying compensated service and other plan requirements.

Furloughed employees who remain in active status despite no longer being assigned to an active position or performing work may have their medical benefits suspended in error.

Employees with questions regarding benefit continuation should consult their benefit plan documents, contact their medical carrier, or contact the Employee Service Center at 1-800-633-4045, Prompt #3 followed by #2.

Sincerely,



Eric Caruth
Director, Labor Relations

Attachment A

Reviewing Displacement Opportunities and Updating Furlough Status Instructions

Step 1: Review Available Displacement Opportunities

Before reporting a furlough status, employees should carefully review all available displacement opportunities through **myJOBtrax**.

To View Displacement Opportunities

1. Log in to **myJOBtrax**.
2. Select the **Employee** tab.
3. Click the **Bump Listing** link in the Effective Assignments section.
4. Select a roster from the **Roster** drop-down menu.
    - To review all available opportunities, each roster must be reviewed individually.
5. Use available filters to narrow results as needed.
6. Click **Filter** to display available positions.

To Submit a Bump Request

1. Locate the desired position in the **Bumpable Positions** section.
2. Select **Bump Request** from the Action menu.
3. Select an effective date and time.
4. Enter any applicable comments.
5. Click **Save** to submit the request.

Step 2: Verify Contact Information

Employees are responsible for maintaining current contact information to ensure they can be contacted regarding potential work opportunities.

To Review or Update Contact Information

Navigate to:

Direct Access → Me → My Person Info → My Contact Info

Verify and update:

- Telephone Number
- Mailing Address
- Email Address

Step 3: Update Your Furlough Status

While employees may use any of the methods listed below, the Furlough Status Notification Form on the company tablet is the preferred and easiest method for updating furlough status.

Preferred Method: Furlough Status Notification Form

The preferred method is the **Furlough Status Notification Form** available on each company-issued tablet.

Employees must provide:

- Employee ID Number
- Employee Name
- Furlough Status (Voluntary or Involuntary)
- Confirmation that contact information is current and accurate

Alternate Method: Direct Access Request

Navigate to:

Direct Access → Me → My Help → Create Request

Complete the request as follows:

Field	Required Information
Problem Summary	Employee ID Number and Furlough Status
Affected Party	Select yourself and enter your Employee ID Number
Category	Payroll – Non Ops – Jobtrax Inquiry
Contact Information	Primary phone number and email address
Detailed Description	State whether you are Voluntarily or Involuntarily Furloughed

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Additional Reporting Options

Employees may also update their furlough status by:

Email

- Send an email to payroll@csx.com
- Include:
  - Employee Name
  - Employee ID Number
  - Voluntary or Involuntary Furlough Status

Telephone

- Call **1-800-633-4045**
- Select:
  - Prompt #1
  - Prompt #3
  - Prompt #1

Hours of Operation

- Monday through Friday
- 7:00 a.m. to 12:00 p.m.

When calling, advise Payroll whether you are **Voluntarily Furloughed** or **Involuntarily Furloughed**.

Important Reminder

Employees who believe they are **Involuntarily Furloughed** and have no available work through the exercise of seniority are responsible for notifying Payroll of their status.

Employees who choose not to notify Payroll of their status will be considered as accepting a voluntary furlough offer and will be recorded as **Voluntarily Furloughed** for Company recordkeeping and employee identification purposes until Payroll receives notice and updates their status.