



All Other Craft Employees
Other Than BRAC

Date OCT 31 1979

Name
Address
City, State

Dear *J.W. Shook*

I regret that you are being affected by abolishment of your position due to the economic condition of in the Railroad.

In an effort to process all employees with seniority rights in a timely manner, we request that you arrange to exercise your seniority in accordance with applicable Schedule Rules and inform your supervisor immediately.

Employees desiring to work in "Directed Service" for railroads that are directed by the ICC to operate certain Milwaukee Road lines should contact such railroad offices.

To assist those individuals who will be seeking employment outside the Railroad, the Personnel Department has instituted an Outplacement Assistance Program. Please refer to Attachment II for information regarding this service which will be available to all interested employees affected by force reduction.

The attached Form PD-106A "Service Record" will serve as an update to your Personnel File. It must be completed and brought with you when exercising your option -- whether or not you exercise seniority, go to directed service, or wish to participate in the Outplacement Program.

Also attached for your information are materials covering Unemployment Benefits and insurance coverage.

It is strongly suggested that you review your rights under the applicable Schedule for your craft, especially those portions dealing with abolishment, force reduction, displacement and exercise of seniority. If necessary, consult with your Local Chairperson prior to exercising your option.

If you need further direction or assistance, contact your supervisor or your local Personnel Manager who will develop answers to your questions and assist in procedural instructions.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. M. Smith", written over a horizontal line.

Supervisor

Enclosures:



To Employees Affected By Force Reduction - Field

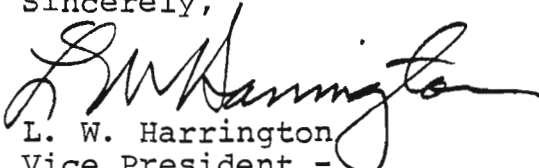
The Personnel Department has instituted an Outplacement Assistance Program in an effort to aid you in your employment search. Outplacement service priority will be given to employees immediately unemployed after embargo. We will offer assistance in the following areas:

1. Career Counseling - Assistance in identifying jobs where your training and experience can best be utilized.
2. Resume Preparation - Assistance in preparing or updating your resume.
3. Identification of potential employers. Supplementing your efforts, we will be contacting many employers regarding employment opportunities.
4. Tips on interviewing techniques. Tips on the do's and don't's of job interviewing and how to sell yourself.

Interested persons may contact the Regional Personnel Office covering your area and/or your supervisor to secure a packet that will assist you in the preparation of your resume as well as offer helpful hints on preparing for your interviews. We would be happy to assist you further upon request. Please leave your name and telephone extension with the Personnel Receptionist and advise her of the type of service you seek. A member of the employment staff will contact you to schedule an appointment. Also, the Personnel Department will be holding outplacement information meetings at various times and locations on the Divisions. A schedule of these meetings will be posted and available from your supervisor or the Personnel Department.

Should you have any questions, please contact the Human Resources staff in Chicago on extension 3800 or the Regional Personnel Office covering your Division.

Sincerely,


L. W. Harrington
Vice President -
Management Services

EMPLOYEE PERSONAL RECORD



Personnel Department

Name:	(Last)	(First)	(Middle)	Address:
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EDUCATION					Phone:	Social Security No.		
TYPE	SCHOOL NAME AND LOCATION	HIGHEST GRADE COMPLETED	COURSE	YEAR GRADUATED	Birth Date		Sex	Race
High School					Seniority Date in Present District:			
College					Do you hold seniority in another district? YES ____ NO ____ Dist. No. ____			
Graduate School					Seniority Date _____			

Other special training, skills or qualifications:

SERVICE RECORD

EFFECTIVE DATE AND TIME			POSITION TITLE	DEPT./LOCATION	DESCRIPTION OF DUTIES (BE SPECIFIC)	REASON FOR CHANGE (CODE BELOW)
MO.	DAY	YEAR				

- CODE: 1 - Awarded by bulletin
- 2 - Disapproved during qualifying period
- 3 - Displaced by senior employee
- 4 - Appointment [1(b),(c),(d)]
- 5 - Promoted to Official
- 6 - Position abolished
- 7 - Exercised seniority rights
- 8 - Other (Explain)

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CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY

518 West Jackson Boulevard • Chicago, Illinois 60606

CONTRACT EMPLOYEES

To Furloughed or Laid-Off Employees:

Unemployment Benefits For Railroad Workers

The Railroad Unemployment Insurance Act provides cash benefits to you as a qualified railroad employee when you are not working but are ready, willing and able to work.

Benefits are usually paid every two weeks based on claims you file with the Railroad Retirement Board, the Federal agency which administers the Railroad Unemployment Insurance Act. The information in this letter is designed to tell you how to determine whether you are qualified for benefits, the amount of benefits payable, and how to claim them.

Base Year-Benefit Year

A new benefit year for unemployment and sickness benefits begins every July 1. To qualify in a benefit year, you must have earned at least \$1,000 in railroad work in the preceding calendar year (the base year), counting no more than \$400 in any month. If you are a new entrant in the railroad industry in the base year, you must have at least five months of railroad service in that year to qualify.

How To Claim Unemployment Benefits

During the first week you are unemployed, call in person at a railroad unemployment claims agent's office; otherwise, you may lose some benefits. Your supervisor can direct you to the claims agent's office where you can register. Ordinarily, you register once each week, as instructed by the claims agent. If your normal registration day falls on a day when the claims agent's office is closed, you must register on the next business day. A delay in registration could result in a loss of some benefits. If possible, bring your most recent Certificate of Service Months and Compensation (Form BA-6) with you when you first register with an unemployment claims agent.

Your daily benefit rate is 60 percent of your last daily rate of pay in the qualifying base year up to \$25. The maximum amount of benefits for two weeks is \$250. The minimum daily benefit rate is \$12.70.

Duration of Benefits

Normal benefits--Normal benefits are paid for no more than 130 days (26 weeks) in a benefit year. An employee could receive these payments in 13 registration periods of 14 days. Benefit rights are also exhausted when a benefit year ends (normally June 30) or when benefit payments equal creditable earnings in the base year. Under the law, earnings of up to \$775 per month are counted for purposes of setting the maximum amount of normal benefits that can be paid.

Attached to this letter is a summary of benefits for Medical, Dental and Life Insurance which will terminate eventually after you have been furloughed. It is important to study this statement so that you will be aware when coverage will terminate.

CONTRACT EMPLOYEES TRAVELERS GA-23000 AND AETNA POLICY GP-12000 SUMMARY OF COVERAGE
 IF YOU CEASE TO RENDER COMPENSATED SERVICE OR RECEIVE VACATION PAY

Reason for Ceasing to Render Compensated Service	The Date Coverage Terminates GA-23000 Coverage for Employee and Dependents Health and Dental Benefits Employee Life Insurance and Accidental Death, Dismemberment And Loss of Sight Benefits	
Furlough, Suspension or Dismissal	End of fourth month following the month in which you last rendered compensated service or received vacation pay with conversion privilege at employee's expense.	Life Insurance Benefits--End of month in which you last rendered compensated service or received vacation pay. <u>Accidental Death, Dismemberment and Loss of Sight Benefits</u> -- End of fourth month following the month in which you last rendered compensated service or received vacation pay.

You may be entitled to Unemployment Compensation from your state or the Railroad Retirement Board. Inquire with both these agencies.



Chicago, Milwaukee, St. Paul and Pacific Railroad Company

516 West Jackson Boulevard
Chicago, Illinois 60606
Phone 312/648-3000

NOTICE TO ALL EMPLOYEES

In line with Corporate Personnel Policy No. 20 covering "Employee Records Retention, Access, and Control", the following should be helpful information to you as an employee.

Employment records are maintained on each employee with every effort being made to assure their right to privacy, confidentiality, accuracy, and control.

Employee records are maintained by the Personnel Dept. in your respective geographical area. Employees and former employees may request to inspect their own files for review and copying, correction or amendment, provided this request is made to the Personnel Dept. during normal business hours.

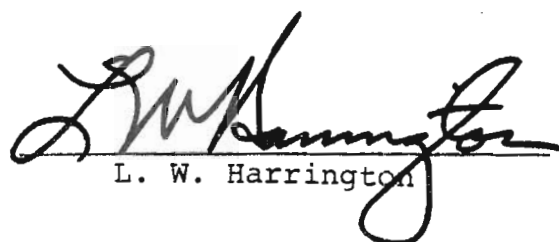
Employees may contact the Personnel Dept. and make an appointment to review their file in person if located near the Records Center premise. If this is not feasible because of distance, a telephone request to mail the desired information to the employee's home address will be honored upon proper identification and verification.

Subject to "reasonable access" the company reserves the right to limit the frequency of review and the number of copies provided to requesting employees.

Employees wishing to furnish information from their records to outside parties for purposes of references, such as loan applications, apartment rentals, or prospective employers, etc., should contact the Personnel Dept. in advance to secure such information themselves which they can then furnish to such outside parties.

No other requests for information from your file will be honored when received from outside parties without your signed authorization except as otherwise allowed by law.

Please feel free to contact your local Personnel Office for additional information.



L. W. Harrington