



Employment & General Information

(Information Revision Date: 06/13)

COMPANY BACKGROUND

Indiana Northeastern Railroad Company is a small family-owned railroad, operating approximately 120 miles of railroad in Michigan, Indiana and Ohio. It has been in business since 1992. The company serves a diverse group of customers and transports a wide variety of commodities.

EMPLOYMENT

At present, full-time employment positions average 40-60 hours/week. Weekend and overtime hours are often required. The company makes no guarantees of full-time employment to any employees, but layoffs are uncommon and none are presently anticipated by the company.

New employees, if hired to fill a full-time position, may be subjected to a pre-employment physical examination including a standard drug-screening prior to becoming full-time employees. The company will pay all costs with the results remaining the sole property of the company. Indiana Northeastern Railroad reserves the right to randomly test all employees for alcohol or controlled substance use at any time.

Starting pay is based on prior knowledge and experience, with increases earned over time based on job performance. Overtime (normal rate x 1.5) is paid to non-salaried employees for all hours over 40 in a given workweek. On an average workday, employees are expected to report to work on time to the location determined by their supervisor, and commence with that day's work as instructed by their supervisor. As railroad operations often continue 24 hours a day, 7 days a week, and as situations arise from time to time, the supervisors may change the normal starting time or place of work to coincide with these demands. If the work starting time or place is changed from the "normal", employees will be so advised beforehand.

When hired to fill a full-time position, an employee must endure a 90-day *probationary period*. During this probationary period, the new employee will be monitored by the company and may be dismissed at will for any reason or for no reason. Although reasons for dismissal need not be conveyed to the employee by the supervisor, several examples of reasons for dismissal would be: unexcused tardiness to or unapproved absence from work, poor work attitude, lack of motivation, poor work performance, unsafe work habits, abuse, misuse or theft of company property, suspected consumption of or under the influence of drugs or alcohol while at work, inability to cooperate and work with fellow employees or supervisors, not following direct orders from supervisors, or the discovery of misleading or false employment information provided by the employee to the company during the hiring process.

After successful completion of the probationary period and the pre-employment physical, if hired for a full-time position, an employee will be considered a full-time employee. If health insurance is needed, the employee will be asked to complete an insurance application form and will be eligible for basic health insurance benefits as soon as the application is approved by our health insurance company.

General outline of benefits offered after becoming a full-time employee:

1. Basic individual health insurance coverage, co-pay family coverage if desired
2. Personal/sick day benefits accumulating 4 hours per month (6 eight-hour days paid straight-time)
3. 1 week of paid vacation per year (40 hours straight-time) awarded after 1 full year of full-time employment
4. 2 weeks of paid vacation per year (80 hours straight-time) awarded after 2 full years of full-time employment
5. 3 weeks of paid vacation per year (120 hours straight-time) awarded after 10 full years of full-time employment
6. 10 paid holidays (8 hours straight-time each) including New Year's Day (2 days), Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving (2 days) and Christmas (2 days).

All railroad employees are subject to Railroad Retirement Tax withholdings, rules, regulations and benefits. Railroad Retirement replaces Social Security and Unemployment for railroad employees.

Required attire for work outdoors includes: long pants, work boots with a heel, a shirt in the summer and any appropriate cold weather gear to stay warm in the winter. The railroad will provide safety glasses and ear protection equipment if needed for the job.

Employees are required to have a home phone or reliable contact person, and are expected to have dependable transportation to and from work.

Railroading often involves physical and dirty work in all kinds of weather conditions. Railroading can be a very dangerous occupation and requires close attention to safety. Employees are expected to strictly adhere to all safety rules for the benefit of both the employee and all fellow employees.

If hired, we sincerely hope that employment at Indiana Northeastern Railroad Company will be both mutually beneficial and enjoyable for all.

MANAGEMENT