



BUILDING AMERICA®

July 21st, 2026

To: Engineering Department Managers and ARASA Supervisors:

Part of leadership is making sure we are showing respect to all members of our teams and that includes giving our ARASAs sufficient time off. While we recognize that ARASA positions are "all services rendered", we must be careful not to expect more of our ARASAs than we do our managers if we are to attract, retain, and motivate high quality employees that we need to run our business. Therefore, the following guidelines and process should be used to manage ARASA working hours to ensure our employees have sufficient time off with their families.

Guidelines

We should expect that ARASA employees regularly work 8-10 hours per day on a 5 day/8 hours scheduled position, 10-12 hours per day on a 4 day/10 schedule, and 12-14 hours per day on the compressed schedules. These guidelines do not account for emergency situations - such as service interruptions, severe weather, other operational challenges or occasional travel. Like our non-agreement managers, we should expect that our ARASAs get regular time off - which with most schedules is 2 days per week or most of the rest days for compressed work schedules. ARASA employees working excessive hours beyond guidelines should be giving additional time off in the form of class of time 141. I expect that any deviations from these guidelines would be rare and easily justified.

I also want to take this opportunity to reiterate the job duties of our track inspectors. Managers should not assign non-inspection duties to our track inspectors except as authorized by the DTM. Quality track inspections are critical to preventing derailments and providing reliable service to our customers. Track Inspectors may be required to patrol track during periods of extreme heat and cold or inclement weather that threatens train operations.

Escalation Process

If an ARASA employee believes they are working excessive amounts of time (COT 908 - worked, not paid) without additional time off (COT 141- paid rest), they are encouraged to discuss their concerns with their immediate manager. If they are unable to come up with a mutually agreeable solution, they should escalate their issues up the chain of command one level at a time until they are satisfied with the resolution. The goal is for managers and ARASAs to investigate, manage, and resolve the issues before they escalate upwards. Since the demand is different for each business group, territory, and project, these are guidelines and not concrete rules. Local management is empowered to develop solutions within their work group, based on the local circumstances, to ensure our ARASA workforce is afforded a fair quality of life.

Any situations where managers or supervisors are knowingly, willingly, and repeatedly violating the policies as articulated above should be escalated up the chain of command.

If you have any questions about any parts of this policy, feel free to talk to your supervisor or director.

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