



November 30, 2009

Mr. Jed Dodd
General Chairman – BMWED-IBT
421 North 7th Street – Suite 299
Philadelphia, PA 19123

Dear Mr. Dodd:

Beginning in December 2009, the Engineering Department will begin a new initiative to track employee attendance using time clock methodology by installing attendance kiosks across the Northeast Corridor. All agreement employees will be required to swipe their encoded ID cards at the beginning and end of their shifts using an attendance kiosk. Groups with various headquarters locations (Production) or employees located at a headquarters not equipped with an attendance kiosk will be exempt from using the attendance system until equipped.

The current Maximo time entry and approval process will remain in effect and will not be directly altered by attendance recording. Discrepancies in attendance recorded hours versus Maximo time submitted will not preclude or delay time approval or affect payroll. Any discrepancies will subsequently be reviewed for corrective action as may be required, such as adjustments to overpayments or shortages.

In addition to providing Amtrak proof of employee attendance, the attendance kiosks will become a valuable asset in reducing payroll errors and enhancing Amtrak's security focus once fully implemented.

The installation of the kiosks will be rolled out in phases beginning with a pilot test on the New York Division at the Adams Subdivision. At the time of installation, employees at the involved locations will be provided information and instruction regarding the use of the kiosks.

If you have any questions in connection with this project, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Steven C. Falkenstein".

Steven C. Falkenstein
Deputy Chief Engineer Maintenance

cc: Frank Vacca