

INDIANA HARBOR BELT RAILROAD COMPANY

CIRCULAR NOTICE NO. 1

TO: ALL CONCERNED

January 1, 2023

EMPLOYEE QUALIFICATIONS

You **must** update your Qualification(s) a Minimum of once every pay period. There are 2 ways to access the Employee Crew Qualification Application. From either option above, the main screen will look like the one below.

1. From any Kiosk the main screen shows three options. 1: NS apps, 2: IHB web page 3: IHB FRA information. Select option 3 to access the main screen.
2. Or, from any IHB computer go to <http://www.ihbrr.com/docs/circulars/crewtouch.htm>

USE THE BACK BUTTON OR HOME BUTTON ABOVE TO RETURN TO THIS SCREEN

PHONE NUMBERS FOR CREW DISPATCHER:
(219) 989-4822 (219) 989-4824 (708) 832-2253 (708) 832-2285
Fax numbers: (219) 989-4768 (708) 832-2256

The [VRU \(Voice Response Unit\)](#) is also available. (1-877-201-4263)

[FRA end of month Injury listings](#)

[WEB APPLICATION FOR ENGINEER and CONDUCTOR QUALIFICATION UPDATES](#)

[Engineer Guaranteed Board Rest Days](#)

[Gibson Rest Days](#)

[Engineer Rest Days - non guaranteed board](#)

- [Voice Response Unit](#)
- [Payroll Issues](#)
- [Tie Up Issues](#)
- [Engineer Incentives](#)
- [Layoff Requests](#)
- [Vacation Inquiry](#)

[Qualification Form for T&E Employees 2019](#)

[IHB Regional Weather Forecasts](#)

[T&E Payroll Claims System](#)

Select "Qualification Form for T&E Employees 2019". Print and fill out form. Follow instructions at bottom of form.

Z. Bryan
D. Schneider
Terminal Superintendent

INDIANA HARBOR BELT RAILROAD COMPANY
CIRCULAR NOTICE NO. 2

TO: T&E EMPLOYEES

January 1, 2023

DOCUMENTATION AND RELATED FAX NUMBERS

Once properly completed the following documentation must be faxed to the noted fax server:

FMLA Submissions..... (219) 989-4967
Guarantee Pay Time Slips..... (219) 989-6744
Jury Duty/ Doctors Note/Bereavement Documents..... (219) 989-6744

Z. Bryan
D. Schneider
Terminal Superintendent

INDIANA HARBOR BELT RAILROAD COMPANY

CIRCULAR NOTICE NO. 3

TO: ALL CONCERNED

January 1, 2023

Recognized Holidays for the 202

As information, below is a list of the eleven nationally recognized holidays for **2024**, as provided in the national holiday agreements and amendments:

January 1 (Monday)	New Year's Day
February 19 (Monday)	Washington's Birthday (Presidents' Day)
March 29 (Friday)	Good Friday
May 27 (Monday)	Memorial Day
July 4 (Thursday)	Independence Day
September 2 (Monday)	Labor Day
November 28 (Thursday)	Thanksgiving Day
November 29 (Friday)	Day after Thanksgiving
December 24 (Tuesday)	Christmas Eve
December 25 (Wednesday)	Christmas Day
December 31 (Tuesday)	New Year's Eve

*Z. Bryan
D. Schneider*

Terminal Superintendent