


# Memorandum

**TO:** All Rail Operations Employees

**FROM:** R.M. Lavell   
VP/GM Rail Operations

**DATE:** December 5, 2016

**SUBJECT:** Discipline for Violations of NORAC Rule 716(a) and/or TRO-5, Rule 4,  
Concerning Personal Electronic Devices

On September 1, 2016, I wrote to all Rail Operations employees concerning a revised disciplinary structure for employees found to be in non-compliance with the above-referenced rules concerning personal electronic devices.

As you all know, violations of these rules are considered by both NJ TRANSIT Rail Operations (NJTRO) and the Federal Railroad Administration (FRA) as among the most serious operating rules violations that an employee can commit, given the possibility of serious injury or death to rail customers, the public and fellow employees. On September 1, 2016, I announced an increase in the level of discipline assessed for these violations. Unfortunately, since that time, we are aware of further cell phone abuse. This is totally unacceptable.

Therefore, effective immediately, we will be taking the following steps:

1. In their routine observations on the property, managers and supervisors will continue to stress to employees the importance of adherence to these rules. We will appreciate if union representatives could also convey the same message for the good of ALL concerned.
2. There will be stepped up observations of employees to assure compliance and to initiate appropriate disciplinary action when violations are observed.
3. We will again **increase** the disciplinary penalties for first time offenses to 60 days suspension via a hearing waiver and 90 days following the proving of guilt in an H & I.

4. A second violation will result in DISMISSAL from service, as is presently the case.

I cannot stress enough the need for all employees to adhere to these critical rules.

By stressing adherence to these rules we are trying to keep the public and ALL OF YOU SAFE AND SECURE. We want you to return home to your loved ones at the end of each work day.

Let's all work together to achieve 100% compliance with these rules. Thank you for your cooperation in our efforts to make NJTRO a safer work environment for all.

Cc: All NJTRO General Chairmen/Presidents

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