

UNIFIED SYSTEM DIVISION
BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYES DIVISION
INTERNATIONAL BROTHERHOOD OF TEAMSTERS



This Organization would ask that you keep this document on your person at all times while employed by UPRR in case of a surprise audit or investigation. It has become abundantly clear that UPRR is going to continue to utilize auditors and management to investigate members while recording the conversation. This is often done by the Carrier bringing employees into a room where multiple managers including auditors are present in person or on the phone. They have told employees that this is an interview and it will be recorded. Often employees are subsequently charged and this transcript is presented for the record in a formal investigation. This is problematic because many employees are extremely nervous and often speculate on the recording. The below listed bullet points are a guide for you to utilize if you are ever called into the above-mentioned interview/investigation.

At no time should you be insubordinate or uncooperative.

1. **Make sure all requests are made on the record and recorded including request for a copy of the transcript.**
2. Upon the onset of a recorded interview, immediately request union representation. If you are denied union representation, please proceed to bullet number 3.
3. Immediately ask, on the record, if anything you say will be used against you in a future investigation/hearing. If carrier representative states "yes" proceed to bullet 4.
4. If the above request is denied, ask for a list of the Carrier's concerns and/or questions so that you can gather the pertinent facts and/or documentation needed. Advise, that the recording will need to be postponed until the pertinent information is gathered. If this request is denied, proceed to bullet 5.
5. If the carrier insists on proceeding, notify the carrier that your answers can only be deemed as speculation because you are not being allowed to gather the pertinent documentation. Notify the carrier that you do not wish to speculate on the record and that you would rather provide factual information than speculation. If this request is denied, proceed to bullet 6.
6. **Do not speculate on any answer that you are not 100% sure of.** Simply notify the carrier that you cannot answer that question until you review your documentation. Example: "I do not recall" or "I am unsure at this time".

The carrier representative may repeat his questions several times and often the question may be formed in a different manner. Do not feel pressure to provide an answer that you are not 100% sure of. Before concluding the conversation, notify the carrier on the record, of your current mailing address and ask when the transcript record will be provided.