

# Program Letter

United States  
Railroad Retirement Board  
Office of Programs



---

**Quality Reporting Service Center**

**Phone: (312) 751-4992**

**Email: [QRSC@rrb.gov](mailto:QRSC@rrb.gov)**

**Fax: (312) 751-7123**

---

Circular Letter UI-C-214

Date: March 4, 2005  
[Rev. November 4, 2016]

**TO: Employer Hiring Officials and Chief Executives**

**SUBJECT: Reporting Job Vacancies to the Railroad Retirement Board**

---

## **Background**

Section 12 of the Railroad Unemployment Insurance Act authorizes the Railroad Retirement Board (RRB) to operate a free employment service. The goals of the employment service are to secure new employment for experienced railroad workers who are unemployed and to provide a pool of experienced labor for employers. The purpose of this circular letter is to explain how employers can best utilize the RRB's employment services and to review certain federal laws regarding railroad hiring.

## **RRB Employment Services**

The three basic employment services operated by the RRB include:

- the Central Register,
- the Job Vacancy Listing, and
- the RRB online listing of available railroad jobs for covered employers with links to employer employment websites.

An explanation of each employment service follows.

### **Central Register**

The RRB maintains a central register of railroad employees with at least one year of railroad service who has declared their current availability for employment. The register is maintained on a computer database allowing the selection of employees by occupation, number of years of experience in the occupation, location of residence of the employee, last employer, and willingness to relocate.

- **Lists of Available Candidates**

Upon request, the RRB can furnish employers with employee listings from the register that is tailored to an employer's job vacancy requirements. For example, an employer can be furnished a list of all electricians and signalmen with at least two years of experience that are willing to relocate to the eastern United States. The employer could then use the list to contact prospective candidates.

- **Notices to Prospective Job Candidates**

Alternatively, arrangements can be made for the RRB to mail notices to targeted employees instructing those interested in a particular vacancy to either submit a resume or contact the employer.

- **Using the Central Register**

Requests in writing or by telephone for listings from the central register may be directed to your local RRB field office. You can locate the nearest RRB field office by either visiting the website at [www.rrb.gov](http://www.rrb.gov) or by calling the toll-free RRB Help-Line at 1-877-772-5772.

### **Job Vacancy Listing**

The RRB maintains a listing of railroad-related job vacancies. The listing is available through RRB field offices to railroad employees interested in seeking new jobs. When an employer posts a job vacancy with a RRB field office, experienced unemployed railroad workers throughout the country can be made aware of the opening.

Notices of job vacancies may be provided to the RRB by telephone, facsimile, mail, or email. Each notice should include:

- the title of the position;
- the closing date for applications, if any;
- the approximate number of employees to be hired;
- the location of the job(s);
- the pay minimum/maximum and type (daily, hourly, weekly, or yearly);
- the class or craft of the job(s) or a description of the work to be performed in the job(s);
- the minimum acceptable and/or preferred qualifications for an applicant; and
- the name, address, and telephone number of the individual with authority to hire employees for each of the job opening.

If arrangements have not already been made, please have your local hiring official contact the nearest RRB field office to report any job vacancies.

### **RRB Online Listing**

The RRB maintains an online listing of employer job vacancies at [www.rrb.gov](http://www.rrb.gov). This listing is updated twice a week with new job vacancies. For further information on any of the vacancies listed, an employee can call the nearest RRB field office and ask for details. It is strongly suggested that employers who have job openings listed on their company's website should create a link going directly to the listing in order to better assist those looking for employment. To obtain more information, contact the RRB's Compensation & Employer Services Center at the number listed above or send an email directly to [JVL@rrb.gov](mailto:JVL@rrb.gov).

### **Benefit to Employers**

The RRB requests employers to report job vacancy information to the agency. Although furnishing job vacancy information is voluntary, failure to furnish it defeats the purpose of the RRB's placement program by decreasing the opportunities for employment of persons claiming railroad unemployment insurance benefits. This in turn increases the amounts of benefits charged to employers and can affect contribution rates under the Railroad Unemployment Insurance Act.

### **Questions**

If you have questions or need additional information about the RRB's placement program, please contact the manager of your local RRB field office.

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, Federal agencies are required to estimate reporting burdens associated with their programs. We estimate that reporting information about a job vacancy requires about 10 minutes, including the time for obtaining the needed data and furnishing the report (OMB 3220-0057). Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this program, including suggestions for reducing reporting time, to the Associate Chief Information Officer for Policy and Compliance, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-1275.