

Program Letter

United States
Railroad Retirement Board
Office of Programs



Quality Reporting Service Center

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Circular Letter UI-C-214

Date: March 4, 2005
[Rev. May 26, 2017]

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

Effective April 1, 2017, the Central Register will no longer be available as a basic employment service. The two remaining services operated by the RRB include:

- 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.

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 [mail](#), telephone (Toll-Free: 877-772-5772), facsimile or email (see ATTACHMENT 1). Each notice should be submitted to the [RRB field office](#) where the position is located and include:

- the title of the position;
- the class or craft of the job(s);
- the closing date for applications, if any;

- the approximate number of employees to be hired;
- the employer name;
- the location of the job(s);
- the pay minimum/maximum & type (daily, hourly, monthly, weekly, or yearly);
- required and/or preferred qualifications, education, and experience of the position(s); and
- the name, address, telephone number, and title 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. For further information on any of the vacancies listed, an employee can call the nearest RRB field office (Toll-Free: 877-772-5772) and ask for details.

It is strongly suggested 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.

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.

ATTACHMENT 1

Field Office		FAX Number	Email
AL	Birmingham	205-731-0026	Birmingham@rrb.gov
AR	Little Rock	501-225-6782	LittleRock@rrb.gov
AZ	Mesa	480-610-5988	Mesa@rrb.gov
CA	Covina	626-339-8223	Covina@rrb.gov
CA	Oakland	510-637-2978	Oakland@rrb.gov
CA	Roseville	916-787-6204	Roseville@rrb.gov
CO	Denver	303-844-2609	Denver@rrb.gov
FL	Jacksonville	904-232-2874	Jacksonville@rrb.gov
FL	Tampa	813-228-2939	Tampa@rrb.gov
GA	Atlanta	404-331-1629	Atlanta@rrb.gov
IL	Chicago	312-751-7136	Chicago@rrb.gov
IL	Decatur	217-423-7872	Decatur@rrb.gov
IL	Joliet	815-740-2139	Joliet@rrb.gov
IN	Indianapolis	317-226-5374	Indianapolis@rrb.gov
IA	Des Moines	515-288-1437	DesMoines@rrb.gov
KS	Wichita	316-687-3572	Wichita@rrb.gov
KY	Louisville	502-582-5518	Louisville@rrb.gov
LA	New Orleans	504-589-4899	NewOrleans@rrb.gov
MD	Baltimore	410-962-9835	Baltimore@rrb.gov
MA	Boston	617-223-8551	Boston@rrb.gov
MI	Detroit	313-226-4233	Detroit@rrb.gov
MN	Duluth	218-720-5315	Duluth@rrb.gov
MN	St. Paul	651-290-3076	StPaul@rrb.gov
MO	Kansas City	816-426-5334	KansasCity@rrb.gov
MO	St. Louis	314-539-6229	StLouis@rrb.gov
MT	Billings	406-247-7379	Billings@rrb.gov
NE	Omaha	402-346-6077	Omaha@rrb.gov
NJ	Newark	973-645-3373	Newark@rrb.gov
NM	Albuquerque	505-346-6407	Albuquerque@rrb.gov
NY	Albany	631-232-5701	Albany@rrb.gov
NY	Buffalo	716-551-3802	Buffalo@rrb.gov
NY	Central Islip	631-232-5701	CentralIslip@rrb.gov
NY	New York	212-264-1687	NewYork@rrb.gov
NC	Charlotte	704-344-6429	Charlotte@rrb.gov
ND	Fargo	701-239-5261	Fargo@rrb.gov
OH	Cincinnati	513-684-3182	Cincinnati@rrb.gov
OH	Cleveland	216-522-2320	Cleveland@rrb.gov
OR	Portland	503-326-2157	Portland@rrb.gov
PA	Altoona	814-946-3620	Altoona@rrb.gov
PA	Harrisburg	717-221-3464	Harrisburg@rrb.gov
PA	Philadelphia	215-597-2794	Philadelphia@rrb.gov
PA	Pittsburgh	412-395-4711	Pittsburgh@rrb.gov
PA	Scranton	570-346-6042	Scranton@rrb.gov

Field Office		FAX Number	Email
TN	Nashville	615-736-7071	Nashville@rrb.gov
TX	Fort Worth	817-978-2740	FortWorth@rrb.gov
TX	Houston	713-759-0349	Houston@rrb.gov
UT	Salt Lake City	801-524-4313	SaltLakeCity@rrb.gov
VA	Richmond	804-771-8481	Richmond@rrb.gov
VA	Roanoke	540-857-2769	Roanoke@rrb.gov
WA	Bellevue	425-450-5472	Bellevue@rrb.gov
WA	Spokane	509-353-2741	Spokane@rrb.gov
WV	Huntington	304-529-5546	Huntington@rrb.gov
WI	Milwaukee	414-297-3833	Milwaukee@rrb.gov