


<p style="text-align: center;">SHEET METAL AIR RAIL TRANSPORTATION</p>  <p style="text-align: center;">• P.O. Box 606 Packwaukee, WI 53953 • • (608) 617-0590 • GO261GC@gmail.com •</p>	<p style="text-align: center;">GENERAL COMMITTEE of ADJUSTMENTS – GO261</p> <p style="text-align: center;">• G.A. Wallace, General Chairman • • V.R. Ramirez, 1st VGC • L.J. Baughman, 2nd VGC • • J.H. Bauer, 3rd VGC • J.J. Halstead, Secretary •</p>
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Time Claim Template for all Trainman and Trainees

Required to Drive Company Vehicle – CI Claim

Claiming a basic days pay for the violation of Article 4 and Attachment “A” Q&A 1. for being required to drive the company vehicle. Assigned to **XXXXX** (*whichever position*). Called at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) for train **XXX-XX**. I was ordered by **X. XXXXX** (*Title and Name of CP Official*) to drive [*EITHER*] the **XXX-XX** (*name train*) crew [*OR*] to drive my crew from the **XXXXXX Depot** (*or wherever*) to **XXXXXX** (*wherever*) with the company vehicle. This work has been traditionally performed by a Utility Employee.

Information for Driving Company Vehicle Claim

- *This claim is only valid if Trainmen did not drive crews prior to this agreement*
- *This claim is only valid if Trainmen forced to drive the company vehicle*

Perform Extra Switching When Other Trainmen are Rested and Available (HT) – CI Claim

Claiming **XX:XX** (*time*) at the **service** [*OR*] **overtime** rate and for one basic penalty day above all other earnings for the violation of Article 04 on **XX-XX-XXXX** (*date*). I arrived at **XXXXXX** (*terminal*) at **XX:XX** (*time*) and was required by **X. XXXXX** (*Title and Name of CP Official*) to perform switching activities until tie-up. Trainman **X. XXXXX** (*name*) was qualified, rested and available prior to arrival on the **XXXXXX** (*terminal*) Trainman's **Extra-Board** [*OR*] **XX Pool-board**.

Information for Extra Switching Claim

- *Delay Report*
- *Name of available trainman*

Perform Yardmaster/TSC/Clerk Duties – CI Claim

Claiming a basic days pay for the violation of Article 4 and Attachment “A” Q&A 1. for being required to perform Yardmaster/TSC/Clerk duties. Assigned to **XXXX** (*whichever position*). On-duty at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*). I was ordered by **X. XXXXX** (*Title and Name of CP Official*) **to use the “switch & build” program, build train in TYES, check marshaling, send all paperwork to the FIT** (*list duties performed*). This work has been traditionally performed by Yardmasters, TSC or Clerks.

Information for Extra Switching Claim

- *Call Sheet of Assignment*
- *Delay Report (documenting what duties had been performed)*
- *Name of CP Official that Required Duties to be Performed*

Perform Extra Switching When Other Trainmen are Rested and Available (AFHT) – CI Claim
Claiming **XX:XX** (time) or **\$XXX.XX** (dollar amount, at either service rate or OT rate) pay and one basic penalty day above all other earnings for the violation of Article 04 and 07 on **XX-XX-XXXX** (date). I arrived at **XXXXXX** (terminal) at **XX:XX** (time) and was required by **X. XXXXX** (Title and Name of CP Official) to perform switching activities until tie-up. Trainman **X. XXXXX** (name) was qualified, rested and available prior to arrival on the **XXXXX** (terminal) Trainman's **Extra-Board** [OR] **XX Pool-board**.

Information for Extra Switching Claim

- Delay Report
- Name of available trainman

Working Off of Respective Zone, When Other Trainmen are Rested and Available (AFHT) – CI Claim
Claiming a basic days pay for the violation of Art.(s) 04, 07 and Appendix 1 for being required to work another zones bulletined assignment, when there were rightful trainmen qualified, rested and available. Was called to work **XXXXXX** (name terminal) bulletined assignment **XXX-XX** (name assignment) on **XX-XX-XXXX** (date) on-duty at **XX:XX** (time). Trainman **X. XXXXX** (name) was qualified, rested and available when called on the **XXXXX** (terminal) Trainman's **Extra-Board** [OR] **XX Pool-board**.

Working Another Zones Bulletined Assignment

- Call Sheet Assignment
- Delay Report
- Name of Available Trainman
- Superintendent Notice listing assignment worked

Elkhart Crews Working Past Walkerville (MP 104.6) – CI Claim
Claiming **XX:XX** (time) or **\$XXX.XX** (dollar amount, at either service rate or OT rate) pay and one basic penalty day for the violation of Art.(s) 04, 07 and Elkhart Dist. Agreement for being required to perform service off of my respective seniority district. Was called to work assignment **XXX-XX** (name assignment) on **XX-XX-XXXX** (date) on-duty at **XX:XX** (time). I arrived at MP 104.6 at **XX:XX** (time) and was required by **X. XXXXX** (Title and Name of CP Official) to continue into Windsor Yard and yard my train. Reporting off duty at **XX:XX** (time).

Information for Elkhart Crews Working Past Walkerville (MP 104.6)

- Employee History
- Call Sheet of Assignment
- Delay Report(s) (start a new delay report at Walkerville)
 - Documenting what duties had been performed
- Entire Name of CP Official that Required Duties to be Performed

RCO (Helper Required to Carry/Run the Box) – CI Claim

Claiming a basic days pay for the violation of Article 4, Side Letter 5 and Attachment “A” Q&A 1; for being required to carry and/or run the RCO box. Assigned to **XXXX** (whatever position) as the Helper. Called at **XX:XX** (time) on **XX-XX-XXXX** (date) for assignment **XXX-XX**. I was ordered by **X. XXXXX** (Title and Name of CP Official) to carry and/or run the RCO box during my entire **XX** (enter total time on duty) hour shift. Employees operating the RCO box are to be paid at the Conductor/Utility rate of pay.

Medical Examination (When No Time is Lost) – ME Claim

Claiming 8 hour basic day at the non-service rate under Article 5 for being required to take company mandated physical.

Information for Medical Examination Claim

- *If Time is Lost see claim under Article 23 below*

Claiming 90% of Brakeman Service Rate of Pay – (Submit a Claim for Each Day) – CI Claim
(Trainmen Trainees' 0800 hours of Classroom Training)

Claiming \$70.20 the difference in pay from \$225.00 to \$295.20 on *XX-XX-XXXX (date)* on-duty at *XX:XX (time)* to *XX:XX (time)* for 0800 hours of classroom training. My hourly rate should be \$36.90 per hour while attending Classroom Training.

Information for Trainee Classroom Training Claim

- *Training Schedule*
- *Employee History*

Claiming the Overtime Rate – CI Claim

Claiming the overtime rate for being called and performing service on my ADO under Art. 5 Sec. C and Q&A 2. Assigned to *XXXXX (whichever position)* with assigned rest days *XX/XX – XX/XX (state ADO's dates)*. Called at *XXXX (time)* on *XX-XX-XXXX (date)* for train *XXX-XX*.

Protected Trainmen Being Furloughed – CI Claim

Claiming *XX (enter total days being claimed)* basic days of pay from *XX-XX-XXXX (date)* to *XX-XX-XXXX (date)* for the violation of Article 6 for being furloughed as a protected Trainman. My protection was improperly suspended when I was furloughed on *XX-XX-XXXX (date)*. The 2009 threshold has not been reached therefor the Carrier can not support their claim for relief under Article 6.

Information for Medical Examination Claim

- *Personal History depicting when furlough occurred.*

Forced to Pool Turn or Wherever from Extra-board – (Submit a Claim for Each Day) – CI Claim

Claiming a basic day penalty for violation Art.(s) 06, 07, 08, 11 and Appendix 1. The Carrier arbitrarily added pool turns effective on *XX-XX-XXXX (date)* which in turn depleted the extra-board and forced me off of the *XTRAXXCO (list position #)* position, my choice of preference position on the extra-board to the *XX (whichever pool)* pool onto the *XXXX CO (list position #)* position.

Information for Improper Pool Regulation Claim

- *This claim is only valid if CMC makes an unauthorized change to the pool regulation*

Restriction of Seniority (Placed on Wrong Assignment) – CI Claim

Claiming a basic days pay for the violation of Article 7 and Appendix 1 for not being able to work my requested assignment. CMC incorrectly placed me on the wrong position for the week of *XX-XX-XXXX (date)*. CMC placed me on *XXXXX (whichever position)* and I should have been on *XXXXX (whichever position)*. CMC was made aware of the error on *XX-XX-XXXX (date)*.

Information needed for Placed on Wrong Assignment Claim

- employee work history
- employee seven day mark bid sheet and the fax confirmation
- the seven day mark for the effected week

Restriction of Seniority (Not Being Allowed to Mark on a Weekly Basis) – CI Claim

Claiming a basic days pay for the violation of Article 7 and Appendix 1 for not being able to work my requested assignment. CMC did not place me on the proper position for the week of **XX-XX-XXXX** (date). CMC placed me on **XXXXXX** (whichever position) and I should have been on **XXXXXX** (whichever position) as my seniority allows me.

Restriction of Seniority (Seniority Restricted by Demoted Engineer) – CI Claim

Claiming seven basic days pay for the violation of Article 7 and Appendix 1 for not being able to work my requested assignment. CMC awarded the **XXXXXX** (whichever) position to **XXXXXXXXXXXX** (name terminal) demoted engineer **X. XXXXXXX** (name person) for the week of **XX-XX-XXXX** (date). The Carrier was placed on notice by the BLET on March 26, 2020, in opposition of the Carrier demoting engineer.

Information needed for Seniority Restricted by Demoted Engineer Claim

- employee work history (depicting when employee was displaced)
- employee seven day mark bid sheet and the fax confirmation
- the seven day mark for the effected week

Trainmen Placement Procedures (Forced to Work as a Trainmen while in SET) – CI Claim

Claiming a basic days pay for the violation of Article 7 and Appendix 1 due to the Carrier requiring to work as a Trainmen while in SET. I am currently in engineer training out of the **XXXXXX** (whichever terminal) terminal for the week of **XXXX,XX,XX** (year ,month, day). CMC forced me out of SET for the day to work **train [OR] assignment XXX-XX** (name assignment) on **XXXX,XX,XX** (year ,month, day) at **XXXX** hours while in SET. This Carrier is restricting my preference of work.

Information needed for Forced to Work as a Trainmen while in SET Claim

- employee work history (depicting when employee entered SET)
- employee work history (depicting when employee was forced to work as a Trainman)
- call sheet(s) for each day worked as a Trainman
- SET assignment log sheet or schedule
- Trainman weekly mark

Restriction of Seniority (Not Allowed to Exercise System Seniority When Furloughed) – CI Claim

Claiming a basic days pay on each of the following dates **XXX**, (month) **XX,XX,XX,XX,XX,XX,XX**, **XXXX** (year) for the violation of Article 7 due to the Carrier restricting my seniority. I was furloughed on **XX-XX-XXXX** (date), I called CMC on **XX-XX-XXXX** (date) at **XXXX** hours to exercise my System Seniority to **XXXXXX** (whichever terminal) due to Trainman **X. XXXXXXX** being junior to me. CMC would not release me from my home terminal of **XXXXXX** (whichever terminal).

Information for Restriction of Seniority Claim

- List at least one Trainman junior to you
- Print a seniority inquiry

- *File this claim on a weekly basis*

Improper Calling Order – CI Claim

Claiming basic day penalty under Article 07, 11 and LOU dated April 20, 2017. Called out of the **XXXXX** (name terminal) hotel for yard assignment **XXXX-XX** at **XX:XX** (time) on **XX-XX-XXXX** (date). Trainman **X**. **XXXXX** (name) was qualified, rested and available when called on the **XXXXX** (terminal) Trainman's **Extra-Board** [OR] **XX Pool-board**.

Information Needed to Help get Calling Order Claim Paid

- *Print out the applicable list of available rested Conductors*

Glenwood Assignment Working on TRF District (Senior TRF Extra-board Trainmen only) – CI Claim
Claiming **XX** (enter total days being claimed) basic days of pay from **XX-XX-XXXX** (date) to **XX-XX-XXXX** (date) above all other earnings for the violation of Art. 04, 07, App. 1 for the Carrier arbitrarily implementing the H54 assignment at Glenwood with the limits of being between Glenwood and Thief River Falls. TRF Trainman protect all work between TRF and Glenwood on seniority district 1.

Information for Glenwood Assignment Working on TRF District Claim

- *Call Sheet for each H54 (or Glenwood) Assignment*
- *File Everyday the H54 Assignment Works/Ties-up on Other Than Seniority District 2*
- *File Claim Day for Day (Weekly)*

Glenwood Assignment Working on TRF District (H54 Trainmen only) – CI Claim

Claiming **XX** (enter total days being claimed) basic days of pay from **XX-XX-XXXX** (date) to **XX-XX-XXXX** (date) above all other earnings for the violation of Art. 04, 07, for the Carrier requiring the H54 assignment to exceed the limits of its respective seniority district 2.

Information for Glenwood Assignment Working on TRF District Claim (H54 Trainmen only)

- *Call Sheet for each H54 (or Glenwood) Assignment*
- *File Everyday the H54 Assignment Works/Ties-up on Other Than Seniority District 2*
- *File Claim Day for Day (Weekly)*

Bensenville Road Window at (Portage Trainmen only) at Bensenville – CI Claim

Claiming a basic day penalty for the violation of Art. 07 (sec. 5). The Carrier arbitrarily implemented road window assignments at Bensenville Yard. Road Window Assignment **XXX** (name assignment) departed Bensenville at **XXXX** (time) hrs on **XX-XX-XXXX** (date). I was rested and available at **XXXX** (time) hours on **XX-XX-XXXX** (date) when train **XXX-XX** (name assignment) was called. Train **XXX-XX** (name train) exceeded the connecting railroads limit of the greater Chicago area when passing Rondout, mile post 32.3 on the C&M subdivision.

Bensenville Road Window (Bensenville Trainmen Only) at Bensenville – CI Claim

Claiming a basic day penalty for the violation of Art. 07 (sec. 5). The Carrier arbitrarily implemented road window assignments at Bensenville Yard. I was assigned to Road Window Assignment **XXX** (name assignment) departed Bensenville at **XXXX** (time) hrs on **XX-XX-XXXX** (date). Train **XXX-XX** (name train) exceeded the connecting railroads limit of the greater Chicago area when passing Rondout, mile post 32.3 on the C&M subdivision at **XXXX** (time) hrs on **XX-XX-XXXX** (date).

Seniority District Claim at Portage (BP Pool Takes Train From Portage to Bensenville) – CI Claim
Claiming a basic day penalty for the restriction of my seniority under Art. 07 (sec. 5), Art. 08 (sec.1E)
The Carrier arbitrarily implemented road window assignments at Bensenville Yard and are now requiring Bensenville crews to tie-up at the Portage Terminal. Train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date). Conductor **X. XXXXXXXX** (name employee) a Bensenville Trainmen was called out of the Portage Terminal to take train to Bensenville. I was rested and available at **XXXX** (time) hours on **XX-XX-XXXX** (date) when train **XXX-XX** (name assignment) was called. Portage Trainmen protect all assignments between Portage and Bensenville. Bensenville are not to pass MP 32.3 on the C&M subdivision. The Carrier was placed on notice 12-27-2018 and 01-29-2019.

Seniority District Claim BP Pool Crew Tie-up at Portage (Bensenville Trainmen Only) – CI Claim
Claiming continuous pay of **XX** (time) hrs at the applicable rate(s) for being required to tie-up at the Portage Terminal. The Carrier arbitrarily implemented road window assignments at Bensenville Yard and are now requiring Bensenville crews to tie-up at the Portage Terminal. I was called for Train **XXX-XX** at **XX:XX** (time) on **XX-XX-XXXX** (date) to take train from Bensenville past MP 32.3 on the C&M subdivision to the Portage Terminal. Portage Trainmen protect all assignments between Portage and Bensenville. The Carrier was placed on notice 12-27-2018 and 01-29-2019.

Guarantee (File this Claim or the Following Claim, but NOT Both) – GC Claim
Claiming weekly Conductor guarantee for the week of **XX-XX-XXXX** (Saturday Date) to **XX-XX-XXXX** (Friday Date).

Information for Trainmen Guarantee Claim

- *File this GC claim if you worked in your seniority district for the entire week*

Guarantee with Offset (When Working in an Adjacent Seniority District) – GC Claim
Claiming weekly Conductor guarantee for the week of **XX-XX-XXXX** (Saturday Date) to **XX-XX-XXXX** (Friday Date) under Art. 07 & 11. I worked off of my seniority district on assignment **XXX-XX** (assignment) on **XX-XX,XX-XXXX** (list dates). Compensation received when used to supplement an exhausted GEB in an adjacent seniority district will not be used to offset the weekly guarantee.

Information for Trainmen Offset Guarantee Claim

- *File this GC claim if you worked in an adjacent seniority district during the week*

Improper Bulletin of Newly Established Positions (Bulletined less than 05 days) – CI Claim
Claiming seven ten hour basic penalty days for the violation of Art. 7(sec.1A) and Art. 8(sec.1F) above all other earnings. The Carrier issued notice **XX-XX** (state notice number) on **XX-XX-XXXX** (date) for changes effective the week commencing **XX-XX-XXXX** (date). This bulletin did not allow me five days to adjust my preference of work as the 7-day mark closes at 1000 hours on Wednesday.

Information for Improper Bulletin Claim

- *Obtain a copy of the bulletin*
- *7-Day Mark and FAX confirmation*

Regular Window Assignments – CI Claim

Claiming a basic day penalty for the violation of Art. 7(sec. 1), Art. 8(sec. 1) and Appendix 1. The Carrier was placed on notice **XX-XX-XXXX** (date) to implement a road window assignment between **XXXX – XXXX** (times) hrs for the week commencing **XX-XX-XXXX** (date) due to train **XXX** (name train) starting 4 consecutive days during the same 4-hour window, or 6 days of a 7 day period during the same 4-hour window.

Information for Regular Window Assignment Claim

- *Speak to the LC regarding a specific window notice*

Regular Assignments (Called Ahead of Your Assigned Start Time) – AS Claim

Claiming **XXXX** (time) hours under Art. 8(sec. 01c.) for the Carrier calling me ahead of my normal assigned start time. I am currently marked to **XXXX** (whichever position) assignment with a **XXXX** (time) hours start time.

Information for Regular Window Assignment Claim

- *Paid by the minute with a minimum of 2.5 hours.*
- *This is paid at the service rate.*
- *Assignment bulletin notice depicting start time.*

Regular Window Assignments (Called Ahead of Your Window) – AS Claim

Claiming **XXXX** (time) hours under Art. 8(sec. 1) for the Carrier calling me ahead of my normal 4 hour window. I am currently marked to **XXXX** (whichever position) assignment on the **XXXX** (whichever assignment) window assignment. The 4 hour window for this assignment is **XXXX-XXXX**.

Information for Regular Window Assignment Claim

- *Paid by the minute with a minimum of 2.5 hours.*
- *This is paid at the service rate.*
- *Does not apply when at the AFHT.*

Regular Window Assignments (Called After Your Window Closes (Spread Pay)) – WS Claim

Claiming **XXXX** (time) hours under Art. 8(sec. 1) for the Carrier calling me after my normal 4 hour window closed. I am currently marked to **XXXX** (whichever position) assignment on the **XXXX** (whichever assignment) window assignment. The 4 hour window for this assignment is **XXXX-XXXX**.

Information for Regular Window Assignment Claim

- *Claim starts 2 hours after your window closes and ends when you are on duty.*
- *This is paid at the non-service rate.*
- *Spread Pay (WS) is paid only between 2 hrs and 12 hrs after your window closes.*
- *If you are not called in that time your claim would be an Annulled (AN) claim.*
- *Does not apply when at the AFHT.*

Regular Window Assignments (Not Called on a Regular Assigned Work Day) – AN Claim

Claiming a basic day under Art. 8(sec. 1) for the Carrier not calling me during a regular assigned work day. I am currently marked to **XXXX** (whichever position) assignment on the **XXXX** (whichever assignment) window assignment.

Information for Regular Window Assignment Claim

- *This claim generates an 08 hour claim but pays a 10 hour day at the service rate*

Regular Window Assignments (Not Placed First Out at the AFHT) – CI Claim

Claiming a **basic day** [OR] $\frac{1}{2}$ **basic day** (if worked on same calendar day) penalty for the violation of Art. 8(sec. 1). I am currently marked to **XXXX** (whichever position) assignment on the **XXXX** (whichever assignment) window assignment. Called from my home terminal of **XXXXXXXXXX** (state Terminal) for train **XXX-XX** on **XX-XX-XXXX** (date) at **XXXX** (time). Tied-up at **XXXXXXXXXX** (state Terminal) on **XX-XX-XXXX** (date) at **XXXX** (time). CMC did not place me first out upon tie-up.

Regular Window Assignments (Not Placed First Out at the AFHT) – RA Claim

Claiming a basic day penalty for the violation of Art. 8(sec. 1). I am currently marked to **XXXX** (whichever position) assignment on the **XXXX** (whichever assignment) window assignment. Called from my home terminal of **XXXX** (Terminal) for train **XXX-XX** on **XX-XX-XXXX** (date) at **XXXX** (time). Tied-up at **XXXXXX** (Terminal) on **XX-XX-XXXX** (date) at **XXXX** (time). CMC did not place me first out upon tie-up. Was rested and available on **XX-XX-XXXX** (date) at **XXXX** (time) when Trainmen **X. XXXX** (name) was called for train **XXX-XX** on **XX-XX-XXXX** (date) at **XXXX** (time).

Regular Window Assignments (Not Returned Home for ADO) – CI Claim

Claiming a basic day penalty for the violation of Art. 8(sec. 1). I am currently marked to **XXXX** (whichever position) assignment on the **XXXX** (whichever assignment) window assignment. Called from my home terminal of **XXXXXXXXXX** (state Terminal) for train **XXX-XX** on **XX-XX-XXXX** (date) at **XXXX** (time) on my normal AFHT cycle day. The Carrier refused to send me home for my ADO.

Improper Pool Regulation (Carrier Arbitrarily Adds Turns) – CI Claim

Claiming 7 basic day penalties from **XX-XX** (date) to **XX-XX-XXXX** (date) for violation ART. 8, the Q&A's, and Appendix 1. My choice of preference is **XXXXCO** (list position #) in the **XX** (whichever pool) pool. The Carrier arbitrarily added pool turns effective on **XX-XX-XXXX** (date) which in turn increased the **XX** (whichever pool) pool turns by **XX** (list amount added) Conductor positions, thus lessening my earnings. The Union is responsible for unassigned pool regulation not the Carrier.

Information for Improper Pool Regulation Claim

- *Submit a claim for each day available during the seven day mark*

Improper Pool Regulation (Carrier Does Not Add Requested Turns) – CI Claim

Claiming 7 basic day penalties from **XX-XX** (date) to **XX-XX-XXXX** (date) for violation ART. 8, the Q&A's, and Appendix 1. My choice of preference position is **XXXXCO** (list position #) in the **XX** (whichever pool) pool. The Carrier arbitrarily did not add the requested pool turns effective on **XX-XX-XXXX** (date) which restricted my seniority. The Union is responsible for unassigned pool regulation.

Drop Turn Provision (Not allowed to DT at the AFHT or more than 24 hours out) – CI Claim

Claiming a basic day penalty under Art. 8 Sec. 2(C,1.). Assigned to **XXXXXX** (whichever position). Called CMC **X. XXXXX** (Title and Name of CP Official) at **XX:XX** (time) on **XX-XX-XXXX** (date) to drop turn in advance of assigned rest days **XX/XX – XX/XX** (state ADO's). CMC stated that I was not allowed to DT at the away from home terminal.

Drop Turn Provision (Not Allowed to DT if More Than 24 hours Out) – CI Claim

Claiming a basic day penalty under Art. 8 Sec. 2(C,1.). Assigned to **XXXXX** (*whichever position*). Upon completion of duties called CMC **X. XXXXX** (*Title and Name of CP Official*) at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) to DT in advance of ADO's **XX/XX – XX/XX** (*state ADO's*). CMC refused to have me home for ADO'S. Called to worked home at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) for train **XXX-XX**. Tied up at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) on my ADO.

Drop Turn Provision (Being Called in DT Status Before DT Provisions Commence) – CI Claim

Claiming a basic day penalty under ART. 8. Assigned **XXXXX** (*whichever position*). Called CMC **X. XXXXX** (*Title and Name of CP Official*) at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) to DT. Was called at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) for train **XXX-XX**. I was cherry picked out from the **Pool** [OR] **GEB** rotation without becoming first out. I must become 1st out before DT provisions commence.

Drop Turn Provision Not Allowed (Tie-Up at the AFHT after requesting DT) – CI Claim

Claiming a basic day penalty under Art. 8 Sec. 2(C). Assigned to **XXXXX** (*whichever position*). Called CMC **X. XXXXX** (*Title and Name of CP Official*) at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) to drop turn in advance of assigned rest days **XX/XX – XX/XX** (*state ADO's*). Was required by **X. XXXXX** (*Title and Name of CP Official*) to tie-up at the AFHT on **XX-XX-XXXX** (*date*).

Information needed for Tie-Up at the AFHT after requesting DT Claim

- *employee work history (covering dates)*
- *employee seven day mark bid sheet and the fax confirmation*
- *the seven day mark for the effected week*

Drop Turn Provision (Improper Placement When Returning to Board) – CI Claim

Claiming a basic day penalty under Article 8 Section 2(C,2,5.). Assigned **XXXXX** (*whichever position*). Called CMC **X. XXXXX** (*Title and Name of CP Official*) at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) to DT and never made it to 1st out on board in order to DT. I returned from my ADO 1st out, I must become 1st out prior to my ADO before DT provisions commence.

Restriction of Seniority (Assignment Abolished / Setback as a Trainman) – CI Claim

Claiming **XX** (*how many days*) basic days pay for the violation of Article 10, Article 7 and Appendix 1 for being forced to the junior trainman's position [OR] **XXXXX** (*whichever position*) at the **XXXXX** (*whichever terminal*) terminal for the week of **XX-XX-XXXX** (*date*). I was setback as a Trainman on **XX-XX-XXXX** (*date*) and requested prior to the expiration of 24 hours to be placed on **XXXXX** (*whichever position*) but CMC placed me on **XXXXX** (*whichever position*).

Working on an Adjacent Seniority District in Excess of a Tour of Duty – CI Claim

Claiming a basic day penalty under Article 11(C) and Appendix 1, Item 12 as amended by LOU dated April 20, 2017. Called by CMC to work assignment **XXX-XX** (*whichever position*) at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) for **XX** (*enter amount of days*) days. Assignment **XXX-XX** (*whichever position*) is an adjacent seniority district assignment and I am only be used on a (one) tour of duty basis only.

Information needed for Working on an Adjacent Seniority District Claim

- *employee work history (covering dates)*
- *employee seven day mark bid sheet and the fax confirmation*
- *the seven day mark for the effected week*

Abolishment of Existing Extra-board (File Claim Day for Day Every Two Weeks) – CI Claim

Claiming **fifteen** [OR] **sixteen** basic day penalties from **XX-XX-XXXX** (date) to **XX-XX-XXXX** (date) for the violation Article 11. I was working on the **XXX** (name terminal) Trainman Extra-board when the Carrier arbitrarily abolished the **XXX** (name terminal) Trainmen Extra-board on **XX-XX-XXXX** (date).

Information for Abolishment of Existing Extra-board

- *File Claim Day for Day – Every Two Weeks*
- *7-Day mark bid sheet*
- *Employee History (showing when furloughed and last weekly mark)*

Not Being Placed First Out at Non-Normal Away From Home Terminal – CI Claim

Claiming a basic day penalty under Article 14(D) for being required to operate to an away from home terminal that is not my normal AFHT location, marked to **XXXX** (whichever turn) in the **XX** pool. Was called on turn **XXXX** (whichever turn) in the **XX** pool. I should have placed first out upon tie-up.

Detention After 12 hours at Not Normal Away From Home Terminal – CI Claim

Claiming **XXXX** (time held away) held away at the service rate of pay under Article 14 (D.) for being required to operate to an away from home terminal that is not his normal AFHT location. I am marked to **XXXX** (whichever turn) in the **XX** pool. Was called on turn **XXXX** (whichever turn) in the **XX** pool. Held away to start upon the expiration of 12 hours and continue until called for duty.

Not Known AFHT Before Departure or Changed AFHT After Departure – CI Claim

Claiming a basic day penalty under Article 14(D) for being required to tie-up at a terminal other than was originally instructed and not being placed first out. Marked to **XXXX** (whichever turn) in the **XX** pool. Was called on turn **XXXX** (whichever turn) in the **XX** pool. Was advised that I would tie-up at **XXXX** (location), was ordered to tie-up at **XXXX** (location). I should have placed first out upon tie-up.

Detention After 12 hours After Changed Away From Home Terminal – CI Claim

Claiming **XXXX** (time held away) held away at the service rate of pay under Art.14(D) for being required to tie-up at a terminal other than was originally instructed. I am marked to **XXXX** (whichever turn) in the **XX** pool. Was advised that I would tie-up at **XXXXXXXX** (location), was ordered to tie-up at **XXXXXXXX** (location). Held away to start upon the expiration of 12 hrs & continue until called for duty.

Not returned to Home Terminal After Tie-up at Not Normal Away From Home Terminal – CI Claim

Claiming a basic day penalty under Article 14(D) for being required to tie-up at an AFHT after previously tying-up at a non-normal AFHT location. Called in the **XX** (name pool) pool on train **XXX-XX** at **XXXX** (time) on **XX-XX-XXXX** (date) tied-up at **XXXXX** (state Terminal). Called on train **XXX-XX** at **XXXX** (time) on **XX-XX-XXXX** (date) tied-up at **XXXXXXXXXX** (state Terminal). Called on train **XXX-XX** at **XX:XX** (time) on **XX-XX-XXXX** (date) tied-up at **XXXXXXXX** (state Terminal). The Carrier must have returned me to my home terminal after tying-up at a non-normal AFHT location.

Not returned to Home Terminal After Second Trip to an AFHT – CI Claim

Claiming a basic day penalty under Article 14(G) for being required to tie-up at an AFHT after previously working a trip that did not return me to my home terminal. Called on train **XXX-XX** at **XXXX** (time) on **XX-XX-XXXX** (date) tied-up at **XXX** (state Terminal). Called on train **XXX-XX** at **XXXX** (time) on **XX-XX-XXXX** (date) tied-up at **XXX** (state Terminal). Called on train **XXX-XX** at **XXXX** (time) on **XX-XX-XXXX** (date) tied-up at **XXX** (state Terminal). The Carrier must have returned me to my home terminal after second call at an AFHT.

Two Hour Call Provision – CI Claim

Claiming a basic day penalty for violation Article 15 Section 1. I tied up at **XXXX (time)** on **XX-XX-XXXX (date)**. I was called for duty at **XXXX (time)** on **XX-XX-XXXX (date)** for train **XXX-XX**. CMC **X. XXXXX (Title and Name of CP Official)** forced me to be on-duty in less than two hours from time of call. I was allowed only a **XXXX (time)** call.

Information for Call Provision Claim

- *This is only valid if FORCED to show in less than two hours*
- *Ensure you enter a claim for detention if warranted*

Run Around (Basic Claim (Submit a Runaround for Each Train) – RA Claim

Claiming a ½ basic day penalty for violation Article 15 Section 2. I was first out, rested, available and qualified on the territory for which to be called, working on the **XXXXXX (name location)** Trainmen **extra-board [OR] XX pool-board (whichever pool)** when train **XXX-XX** was called at **XX:XX (time)** on **XX-XX-XXXX (date)**. Conductor **X. XXXXXXXX (name employee)**, who was behind me on the **XXXXXX (name location)** Trainmen **extra-board [OR] XX pool-board (whichever pool)** was called as the conductor for train.

Run Around (When Other Trainmen are Tied-up at a Non-bulleted AFHT) – RA Claim

Claiming a ½ basic day penalty for violation of Article 15. I was first out, rested, available, and qualified on the territory for which to be called, when Conductor **X. XXXXXXXX (name employee)**, who tied-up behind me was called for train **XXX-XX on-duty** at **XX:XX (time)** on **XX-XX-XXXX (date)**. Unassigned pools are to operate on a first-in/first-out basis.

Information for Other Trainmen are Tied-up at a Non-bulleted AFHT

- *Employee History*
- *Call Sheet of Assignment(s)*
- *Delay Report*

Run Around (When an Extra or a Vacancy in Filled with a Portage Trainman) – RA Claim

Claiming a ½ basic day penalty for violation Articles 11 and 15 Section 2. I was working on the Milwaukee Trainman Extra-board when the Carrier arbitrarily abolished the Milwaukee Trainmen Extra-board on May 09, 2020. Portage Trainman **X. XXXXX (name)** was called for assignment **XXX-XX** on-duty at **XX:XX (time)** on **XX-XX-XXXX (date)**. I would have been first out, rested, available and qualified on the territory for which to be called, working on the Milwaukee Extra-board.

Information for RA Claim when vacancy/extra filled by Portage Trainman

- *Extra/vacancy call sheet*
- *7-Day mark bid sheet*
- *Employee History (showing when furloughed)*

Run Around (Not Being Placed on Board) – (Submit a Runaround for Each Train) – RA Claim

Claiming a ½ basic day penalty for violation Article 15 Section 2. CMC failed to place me on the **XXXXXX (name location)** Trainmen **extra-board or XX pool-board (whichever)** when returning from **ADO's [OR] vacation [OR] PL day [OR] (whichever)** at **XX:XX (time)** on **XX-XX-XX XX (date)**. I was rested, available & qualified on the territory for which to be called, when train **XXX-XX** was called at **XX:XX (time)** on **XX-XX-XXXX (date)**. Conduct **X. XXXXX (name employee)** was called for train.

Run Around (Not Being Properly Placed on Board) – (Submit a Runaround for Each Train) – RA Claim
Claiming a ½ basic day penalty for violation Article 15 Section 2. CMC failed to properly place me on the **XXXXXX** (name location) Trainmen **extra-board** [OR] **XX pool-board** (whichever pool) when returning from **ADO's** [OR] **vacation** [OR] **PL day** (whichever) at **XX:XX** (time) on **XX-XX-XXXX** (date). CMC placed me **XX** (list position #) out on the board and I should have been placed **XX** (list position #) out upon return. I was rested, available and qualified on the territory for which to be called when train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date). Conductor **X. XXXXXX** (name employee) was called for train.

Run Around (When Not Allowed a Pilot) – RA Claim

Claiming a ½ basic day penalty for violation Art. 15 Sec. 2. I was first out, rested and available on the **XXXXXX** (name location) Trainmen **extra-board** [OR] **XX pool-board** when train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date). I had asked CMC for a pilot at time of call and was refused. Conductor **X. XXXXX** (name employee), who was behind me on the **XXXXXX** (name location) Trainmen **extra-board** [OR] **XX pool-board** (whichever) was called as the conductor for train.

Information for RA Claim when not allowed a pilot

- *Submit a runaround for each train*
- *Ensure to file a “denied a conductor pilot” time claim below*

Run Around (Portage Trainmen) at Bensenville by BP Window Assignment – RA Claim

Claiming a ½ basic day penalty for violation Article 15 (Sec.2), Art. 07 (sec. 5), Art 11(C), Appendix 1 (LOU dated 04-20-2017). I was first out, rested, available and qualified on the territory for which to be called, working in the Portage Trainmen PB pool when train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date). Conductor **X. XXXXXXXX** (name employee), was improperly called out of Bensenville as the conductor for train.

Run Around (Portage Trainmen) at Portage by BP Window Assignment – RA Claim

Claiming a ½ basic day penalty for violation Art. 15(Sec.2), Art. 07(sec. 5), Art 11(C), App. 1 (LOU dated 04-20-2017). I was first out, rested, available and qualified on the territory for which to be called, working in the Portage Trainmen SP pool when train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date). Conductor **X. XXXXXXXX** (name employee), a Bensenville Trainmen was called out of the Portage Terminal to take train to Bensenville. The Carrier was placed on notice 12-27-2018 and 01-29-2019.

Run Around (TRF Trainmen) at Thief River Falls by Glenwood Trainmen – RA Claim

Claiming a ½ basic day penalty for violation Article 15 (Sec.2), Art. 07 (sec. 5), Art 11(C), Appendix 1 (LOU dated 04-20-2017). I was first out, rested, available and qualified on the territory for which to be called, working out of the **TRF** [OR] **Noyes** Terminal as a Trainmen when train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date). Conductor **X. XXXXXXXX** (name employee), a Glenwood Trainmen was called out of the Glenwood Terminal to take train to **TRF** [OR] **Noyes** Terminal.

Run Around (TRF Trainmen) at Thief River Falls by Glenwood Trainmen – RA Claim

For a furloughed Trainman if no rested and available TRF or Noyes Trainmen

Claiming a ½ basic day penalty for violation Article 15 (Sec.2), Art. 07 (sec. 5), Art 11(C), Appendix 1 (LOU dated 04-20-2017). I was furloughed on **XX-XX-XXXX** (date) and qualified on the territory for which to be called, when train **XXX-XX** was called at **XX:XX** (time) on **XX-XX-XXXX** (date).

Conductor **X. XXXXXXXX** (name employee), a Glenwood Trainmen was called out of the Glenwood Terminal to take train to **TRF** [OR] **Noyes** Terminal.

Run Through Home Terminal – CI Claim

Claiming a basic day penalty for violation Article 15, Section 2(E.), Attachment A, Q&A #7. I was called out of the AFHT of **XXXXXXXXXX** (name terminal) at **XXXX** (time) on **XX-XX-XXXX** (date) on train **XXX-XX** [OR] **by taxicab**. After arrival at my home terminal of **XXXXXX** (name location) at **XXXX** (time) I was order by **X. XXXXX** (Title and Name of CP Official) to take train **XXX-XX** (or whatever) to **XXXXXXXXXX** (name location). Upon arrival I was ordered by **X. XXXXX** (Title and Name of CP Official) to tie-up in **XXXXXXXXXX** (name location). After running through my home terminal I should have tied-up at my home terminal under rule.

Called and Released (performed other service on same calendar day) – CR Claim

Claiming ½ **days pay** [OR] **actual time consumed** at the service rate under Article 15 Section 3. Was called for train **XXX-XX** at **XXXX** (time) hours on **XX-XX-XXXX** (date) then released at **XXXX** (time) hours from train after being on duty.

Called and Released (only service performed on calendar day) – CR Claim

Claiming a 01 basic day's pay under Article 15 Section 3 at the service rate. Was called for train **XXX-XX** at **XXXX** (time) hours on **XX-XX-XXXX** (date) then released at **XXXX** (time) hours from train after being on duty. This was the only service performed on **XX-XX-XXXX** (date).

Driving Your Own Vehicle to an Outlying Point (to La Crosse for St. Paul Assignments Only) – PX Claim

Claiming **XXX** miles under Article 17 Section 2 for driving my personal vehicle to **XXXXXXX** (terminal) for assignment **XXX-XX** on **XX-XX-XXXX** (date).

Information for Mileage Claim

- This claim is for Portage Trainmen only
- Mileage from Portage, WI to La Crosse (Country Inn & Suites) – 108 miles

Driving Your Own Vehicle to an Outlying Point (to La Crosse for Portage Assignments Only) – PX Claim

Claiming **XXX** miles under Article 17 Section 2 for driving my personal vehicle to **XXXXXXX** (terminal) for assignment **XXX-XX** on **XX-XX-XXXX** (date).

Information for Mileage Claim

- This claim is for St. Paul Trainmen only
- Mileage from St. Paul, MN to La Crosse (Country Inn & Suites) – 136 miles

Improper Lodging – CI Claim

Claiming a basic day penalty for violation Art. 17 Sec. 1. I was called for train **XXX-XX** on-duty at **XXXX** (time) on **XX-XX-XXXX** (date) at **XXXXXX** (name location) terminal. I reported off-duty at **XXXX** (time) in **XXXXXX**, **XX** (name city, state) and was required to obtain my FRA required HOS rest at the **XXXXXX** (name hotel). The Carrier did not consult with my Local Chairperson before changing accommodation providers.

Information Improper Lodging Claim

- *employee work history (covering dates)*
- *call sheet for each assignment*
- *submit a claim for each night*

Driving Your Own Vehicle to an Outlying Point – CI Claim

Claim 01 hour pay under Article 17 Section 2 for driving my personal vehicle from my residence to **XXXXXXX** (terminal) for assignment **XXX-XX** on **XX-XX-XXXX** (date), this is in excess of 80 highway miles for the round trip.

Aggregate Service Rest After Being Released – CI Claim

Claiming **XX** hours **XX** minutes of aggregate service under Article 17 Sec. 4. I was called for **XXX-XXX** (name train) at **XXXX** (time) hrs then at **XXXX** (time) hrs was put back on the board for 4 or more by **X. XXXXX** (Title and Name of CP Official). I was called later that day for **XXX-XX** (name train) at **XXXX** (time) hours. Any questions see my work history.

Information for aggregate service rest after being released claim

- *call sheet (when called from the home terminal)*
- *employee work history (covering dates and times of last tie-up)*
- ***ensure that it is stated that you were place back in the hotel for 4 or more***
 - *in your work history*
 - *when submitting the time claim*

Personal Leave Day (Required to Take a PLD to Protect a PLD or Vacation) – CI Claim

Claiming a basic day penalty for violation Art. 18 and Appx. 1 for being required by the Carrier to take an unscheduled PLD to protect a scheduled **PLD [OR] Vacation** (which ever). CMC **X. XXXXX** (Title and Name of CP Official) required me to take an **additional PLD [OR] PLD** on **XX-XX-XXXX** (date) as to protect a prior scheduled & approved **PLD [OR] Vacation** (whichever) commencing on **XX-XX-XXXX** (date). This additional PLD was not requested through proper channels (SMART-TD LC), nor did CMC notify me 48 hrs prior to said forced PLD.

Personal Leave Day (PLD Allocation Reduced Due to Leave of Absence) – PL Claim

Claiming a PLD of **XX** (state hours applicable to your assignment (whichever your basic day is; i.e. 10 hours or 12 hours)) hrs pay at the Non-Service Rate on **XX-XX-XXXX** (date). The Carrier reduced the amount of PLD's that I am entitled. Under Art. 18(A.) I am entitled to **XX** (amount of PLD's) PLD's per year as I was hired on **XX-XX-XXXX** (date) and have not left the service of the Carrier.

Personal Leave Day (When Not Being Able to Schedule During Calendar Year) – PL Claim

Claiming a PLD on **XX-XX-XXXX** (date) earned for the year **20XX** (year) under Article 18. I tried to schedule a PLD on **XX-XX-XXXX** (date) but was denied.

Information for Personal Leave Day Claim

- *Can be claimed on any day not worked or on an ADO*
- *Ensure that PLD was requested and denied (save e-mail)*

Personal Leave Day not Commencing at 0001 Hours – CI Claim

Claiming a basic day penalty for violation Article 18 and Appendix 1 for the Carrier not getting me back for my scheduled PLD. My approved PLD was scheduled to start at 0001 hours on **XX-XX-XXXX** (date). CMC called me for work on train **XXX-XX** at **XXXX** hours (time) on **XX-XX-XXXX** (date) and I did not return home until **XXXX** hours (time) on **XX-XX-XXXX** (date). I had advised CMC on **XX-XX-XXXX** (list all dates) that I could not work into my PLD.

Holiday Pay – CI Claim

Claiming holiday pay at the applicable rate(s) under Article 20 for working on **XXXXXXXXXX** (name holiday listed under Article 9(B.)). I was called for work on train **XXX-XX** at **XXXX** hours (time) on **XX-XX-XXXX** (date) and tied-up on **XX-XX-XXXX** (date) at **XXXX** hours (time).

Information for Holiday Pay Claim

- *Article 9(B): New Year's Day, President's Day, Memorial Day, Good Friday, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve Day, Christmas Day or New Year's Eve Day*

Vacation – Preponderance of Service Rendered

Claiming a **XX** (enter amount of days) basic penalty days for violation Article 21 for the Carrier requiring me to choose an engineer vacation, with the preponderance of service being rendered for the Carrier during the previous year was as a Trainman **XX-XX-XXXX** (date), **XX-XX-XXXX** (date), **XX-XX-XXXX** (date).

Vacation not Commencing at 0001 Hours – CI Claim

Claiming a basic day penalty for violation ART. 21 and Apdx 1 for the Carrier not getting me back for my scheduled vacation. My approved vacation was scheduled to start at 0001 hours on **XX-XX-XXXX** (date). I was for work on train **XXX-XX** at **XXXX** hrs (time) on **XX-XX-XXXX** (date) and I did not return home until **XXXX** hours (time) on **XX-XX-XXXX** (date). I had advised CMC **X. XXXXX** (Title and Name of CP Official) on **XX-XX-XXXX** (list all dates) that I could not work into my vacation.

Vacation Pay (Submit When Weeks Vacation is Not Paid at the Service Rate) – CI Claim

Claiming 01 weeks vacation pay for **XX** (amount of days assignment is bulletined) days taken from **XX-XX-XXXX** (date) to **XX-XX-XXXX** (date) at the Service Rate under Article 21C. Pay for vacation shall be equal to the basic weekly rate of the position occupied at the time vacation is taken at the rate of the position to which assigned.

Physical Examination (When Time is Lost) – CI Claim

Claiming one basic day at the non-service rate under Article 23 for attending a Company required physical on **XX-XX-XXXX** (date).

Information for Physical Examination Claim

- *Ensure to claim miles under a PX Claim if required to travel outside of home Terminal*
- *If No Time is Lost see claim under Article 05 above*

Lost Wages (When Required to Attend an Investigation and Found Not at Fault) – LW Claim

Claiming all lost wages due under Article 29 in the sum of **\$XXX.XX** for trip lost on train **XXX-XX** on **XX-XX-XXXX** (date). I was required to attend an investigation on **XX-XX-XXXX** (date) and was found not at fault.

Information for Investigation Not at Fault Claim

- Enter this claim for each leg of the trip lost
- The “LW” code may not work, if so then use “CI”

Detention Earnings Lost (When Required to Attend an Investigation & Found Not at Fault) – CI Claim
Claiming **XX:XX** (time held away) held away pay at the service rate under Article 29 in the sum of **\$XXX.XX** for trip lost on train **XXX-XX** on **XX-XX-XXXX** (date). I was required to attend an investigation on **XX-XX-XXXX** (date) and was found not at fault.

Information for Detention Earnings Lost Claim

- Claim all detention time your position would have earned
- You may not claim meals
-

Required to Attend an Investigation and Found Not at Fault on ADO – CI Claim

Claiming 02 hours pay (or actual time) at the service rate of pay under Article 29(Q.). I was required to attend an investigation on my ADO; **XX-XX-XXXX** (date) and was found not at fault. (If the investigation was in excess of two (02) hours, add the following sentence) Investigation commenced at **XXXX** hours and ended at **XXXX** hours.

Loss of Compensation (When Furloughed Mid-Week) – CI Claim

Claiming a basic day penalty for violation of Appendix 1 for being furloughed while being assigned to a position for a 7-day work period. I was awarded **XXXXCO** (name position) for the week commencing **XX-XX-XXXX** (date). I was furloughed on **XX-XX-XXXX** (date). Positions will be awarded by seniority preference in accordance standing bid preference, and once awarded a position, a Trainman will hold that position for that 7-day period.

Information Needed to Help get Furloughed Mid-Week Claim Paid

- employee history
- seven day mark bid sheet
- the fax confirmation
- the seven day mark for the effected week

Difference in Wages (When Forced to an Assignment with Lesser Wage) – DW Claim

Claiming **\$XXX.XX** (dollar amount) difference in wages under Appendix 1 for lost work on train **XXX-XX** (name train) on **XX-XX-XXXX** (date). I was awarded **XXXXCO** (name position) in the **XX** (name pool) pool for the week commencing **XX-XX-XXXX** (date). I was forced to work as the **Conductor [OR] Brakeman** (name position) on assignment **XXX-XX** (name assignment) on **XX-XX-XXXX** (date). Trainman **X. XXXXX** (name person) worked train **XXX-XX** (name train).

Information Needed to Help get Difference in Wages Claim Paid

- When called look who was behind you on the board (follow that persons history)
- Obtain all of the delay reports
- Enter a claim for each leg of the trip
- Enter a “CI” claim for the detention if warranted
- Do not claim any lost meals
- Try to figure out how much money was lost (ask the guy who worked your position)

7-Day Weekly Mark Not Posted Prior to 2201 Hours on Friday (One Claim per Day) – CI Claim

Claiming **XX** (*amount of days*) basic penalty days for violation of Appendix 1 for the Carrier not awarding the Trainman's 7-day mark prior to 2201 hours on Friday **XX-XX-XXXX** (*date*) for the 7-day period commencing **XX-XX-XXXX** (*date*). The Carrier did not post the Trainman's mark until **XX-XX-XXXX** (*date*) at **XXXX** (*time*) hours.

Information Needed to Help get Weekly Mark Claim Paid

- *First Day of Claim is Friday*
- *Date and Time Weekly Mark has been Posted*

No Drinking Water – CI Claim

Claiming a basic day penalty under Attachment “A”; Questions and Answers 9. General. No Drinking water was supplied at the **XXXXXXX** (*name station*) Depot. Called at **XX:XX** (*time*) on **XX-XX-XXXX** (*date*) on train **XXX-XX**. Upon arrival I was advised by the inbound crew that I needed drinking water for the trip home. Asked **X. XXXXX** (*Title and Name of CP Official*) and searched the depot for drinking water and no water was found.

Missing Items From Brown Bag – CI Claim

Claiming a basic day penalty under Attachment “A”; Q&A 9. The Carrier has omitted **XXXXXXXXXX** from the **SPRING [OR] FALL** brown-bag. This PPE item was previously provided to me by the Carrier.

Information Needed to Help get Missing Items From Brown Bag Claim Paid

- *completed brown bag form*
- *the fax confirmation*

Waiting in Excess of 30 minutes for Transportation – CI Claim

Claiming **XXXX** (*time*) hours at the applicable rate of pay for wait time in excess of :30 minutes (:30 minutes has already been subtracted). Ordered to tie up at **XXXX** (*time*) hours by **X. XXXXX** (*Title and Name of CP Official*). Waited for cab from tie up time until **XXXX** (*time*) hours. Rest was adjusted to reflect wait time.

Information for Waiting in Excess of :30 minutes for Transportation Claim

- *Ensure to adjust your rest*
- *Ensure to subtract :30 minutes from the total wait time when submitting claim*

Waiting in Excess of :30 minutes for Available Lodging – CI Claim

Claiming **XXXX** (*time*) hours at the applicable rate of pay for wait time in excess of :30 minutes (:30 minutes has already been subtracted). Ordered to tie up at **XXXX** (*time*) hours by **X. XXXXX** (*Title and Name of CP Official*). Waited for available lodging from tie up time until **XXXX** (*time*) hours. Rest was adjusted to reflect wait time.

Information for Waiting in Excess of :30 minutes for Available Lodging Claim

- *Ensure to adjust your rest*
- *This claim can be filed for waiting for clean rooms*
- *This claim can be filed while trying to secure different lodging*
- *Ensure to subtract :30 minutes from the total wait time when submitting claim*

When Required to Ride a Shove Over one (01) Mile – CI Claim

Claiming 2 hours at the service rate for being instructed by *X. XXXXX (Title and Name of CP Official)* to shove cars from MP *XXX (mile post)* to MP *XXX (mile post)* a distance of *XX (total miles)* miles. Violation of Article X Section 3-Conditions (D) dated 10-15-1982 of the UTU agreement (removal of caboose). Distance is covered in Arbitration Board #419-IV, extended distance not to exceed 1 mile.

Information for Required to Ride a Shove Over One (1) Mile Claim

- *Call Sheet*
- *Delay Report*
 - *Who told you to do it*
 - *Where did you shove from and to*
 - *Why did you have to shove*

Claims (When Required to Travel for Training)

Driving to and from a Non-Home Terminal for Training Purposes (New Hire) – PX

Claiming *XXX* miles under Article 13(B) for driving my personal vehicle to *XXXXXXXX (terminal)* for familiarization training on *XX-XX-XXXX (date)*. Was required by Field Placement Officer *X. XXXXX (name)* to familiarize at this yard prior to being able to markup.

Driving to and from a Non-Home Terminal for Training Purposes – PX

Claiming *XXX* miles under Article 13(B) for driving my personal vehicle to *XXXXXXXX (terminal)* for *XXXX (name why, i.e. rules, AET)* training on *XX-XX-XXXX (date)*. Was required by Field Placement Officer *X. XXXXX (name)* to drive my personal vehicle to *XXXXXXXX (terminal)*.

Information for Mileage Claim

- *File this claim for EACH direction*
- *DO NOT file this claim for mileage between hotel and yard*

Mileage from Portage, WI

- *to Bensenville (Best Western Des Plaines) – 161 miles*
- *to Milwaukee (Candlewood Suites) – 112 miles*
- *to La Crosse (Country Inn & Suites) – 108 miles*

Mileage from St. Paul, MN

- *to Glenwood (XXXXXXXXXX) – XXX miles*
- *to La Crosse (Country Inn & Suites) – 123 miles*

Meals When Training at a Non-Home Terminal (New Hire) – M4 Claim

Claiming meal under Article 13(B) while familiarization training at *XXXXXXXX (terminal)* on *XX-XX-XXXX (date)*. Was required by Field Placement Officer *X. XXXXX (name)* to familiarize at this yard prior to being able to markup.

Meals When Training at a Non-Home Terminal – M4 Claim (If meals are not provided)

Claiming meal under Article 13(B) while *XXXX (name why, i.e. rules, AET)* training at *XXXXXXXX (terminal)* on *XX-XX-XXXX (date)*. Was required to attend by Field Placement Officer *X. XXXXX (name)*.

Miscellaneous Claims When Training at a Non-Home Terminal – CI Claim

Claiming \$XXX.XX (*dollar amount*) for XXXXXXXX (*Examples: fares, tolls, parking*) under Article 13(B) while familiarization training at XXXXXXXX (*terminal*) on XX-XX-XXXX (*date*). Was required by Field Placement Officer X. XXXXX (*name*) to familiarize at this yard prior to being able to markup.

Information for Tolls Claim

- Portage to Best Western Des Plaines – \$7.50
- Elkhart to Best Western Des Plaines – \$X.XX

ARTICLE 28 - HANDLING OF CLAIMS AND GRIEVANCES

ARTICLE 28; Section 2 Handling of Claims and/or Grievance Process

- A. Employee submit claim within 30 Days
- A. Timekeeping pay or deny claim within 30 Days
- B. Local Chairman appeal to Superintendent within 30 Days
- B. Superintendent pay or deny claim within 30 Days
- C. General Chairman (GC) appeal to Company's Highest Designated Officer within 60 Days
- C. Highest Designated Officer pay or deny claim within 60 Days
- D. GC lists the unresolved claim to the Committee 60 Days prior next scheduled meeting
- E. Labor / Management Resolution Committee to meet quarterly
- F. Carrier final and binding decision within 60 Days after Resolution Committee meeting
- G. Either party may initiate proceedings before a tribunal established pursuant to law or by agreement within one—hundred twenty (120) days of the Committee's written decision
- H. Agreed upon conference independent of the procedures set forth in Section 2 (D) and (E)

ARTICLE 28; Section 3 Handling of Discipline Appeals

Article 29 A. Notified of alleged offense within 10 days

Article 29 A. Investigation held within 10 Days

Article 29 A. Decision rendered within 10 Days

- A. Decisions may be adjusted between Superintendent and the Local Chairman
- B. General Chairman (GC) appeal to Company's Highest Designated Officer within 90 Days
 - Justin Dittrich-Bigley
- B. Highest Designated Officer render decision within 60 Days
- C. GC lists the unresolved discipline to the Committee 30 Days prior next scheduled meeting handling pursuant to Section 2 (D) and (E)
- D. Agreed upon conference independent of the procedures set forth in Section

ARTICLE 28; Section 4 General

- A. The Labor / Management Resolution Committee will meet quarterly
- B. Carrier final and binding decision within 45 Days after Resolution Committee meeting
- C. Either party may initiate proceedings before a tribunal established pursuant to law or by agreement within six months (180) days of the Committee's written decision