

# CLAIMS PACKET LOCAL 329

## Abstract

This packet is designed to assist union members in the process of submitting claims, it includes how to submit a claim, as well as wording for various claims. If there is a claim that is not included that you would like assistance with, please contact one of your union officials.

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This packet is designed for members who want information on how to submit time claims for agreement violations and answer questions about claims. Of course, not every question can be answered by this packet, so please contact your Local Chairman, another experienced member, or reference your agreements if you need further assistance.

A claim is a way to enforce our collective bargaining agreements, which really means that you are helping your union keep the carrier 'honest' about how agreements are interpreted. Communicating with timekeeping by issuing a 'heat ticket' does not substitute the need for entering a claim.

Submitting a claim can be done either on your working time slip (on your tie up screen) or in CMTS as a non-service claim. There is no specific wording that must be used when filing a claim, but the following pages will help guide you with the information that will need to be included. The best thing to remember is that you are telling a story to someone who does not know the facts and may not even know what your job entails, so it is imperative that you include as much info as possible. Explain the WHO, WHAT, WHEN, WHERE and WHY of what happened. If your claim is denied, your local committee requests you submit it for further processing to protect members across the industry. It may seem like a frustrating process, but your union will review all claims.

**TIME LIMITS:** When an agreement violation occurs, you have 60 days to submit your claim to the carrier through CMTS. The carrier then has 60 days to deny or pay your claim. If your claim is partially paid, ask a local chairman if you should pursue it further. Your local chairman has 60 days from the payroll date to appeal the claim, so please submit them ASAP after pay day. Please do not allow this lengthy process to discourage you from submitting claims, because those who enter valid claims regularly are being compensated.

To progress your claims, the local chairman needs a copy of the following:

- Your original time slip or non-service claim
- Your epayroll 'Train Slip' for the pay period that shows your time slips and trains worked (denial codes are in the 'Declination Detail' section)
- Any work order, track list, BU of train, copy of conductor log, track warrant, board standing, work history, etc. that can help to validate your claim

## Local Chairman Access

To expedite the grievance process, it is recommended that you allow your local chairman access to your timekeeping information. You can allow or revoke access at your discretion, but please remember that this info is only accessed to help process claims - especially for guarantee and FR issues.

To grant access to your local chairman, complete the following steps:

- Log into CMTS
- Click 'Personal Info' under 'Reporting' header
- Check the box next to 'Allow Chairman Access to Pay Screens'
- Enter your local chairman's user id in the box (Ralph Hardy otsd564, Steve Groat otsa634)
- Click 'Update' at the bottom of the page.

## FRA Screen

When you report your FRA info at tie up, ***it is imperative that you enter it correctly and accurately***. The FRA screen is not only a legal obligation, it also validates your claims by telling the railroad and FRA exactly where and when specific reporting events occurred. You must include all deadhead and train information along with other specific details relating to your claim. The FRA screen of your time slip can make or break your claim.

### How to Submit a Claim:

- After logging into The Union Pacific Website, go to MYUP Page
- Click on the Menu tab on the left side of the screen, and select Crew
- From the Crew menu you will select CMTS
- In CMTS underneath timekeeping you will select Non-Service Claim. Once you have selected this you will be asked to select a date and time. This is the date and time that the violation occurred. Enter the date and time. Press 'select'. Pick the appropriate claim type, many may fall under 'Claim Not Found'.
- Select the claim type by marking the appropriate box on the left of the claim item and click 'process'.
- On the next screen, click submit claim.
- This screen is where you will be asked to enter information regarding the agreement violation. You will need to be as specific as possible when typing the claim. Include all information that pertains to the violation, including all deadhead and train information as well as other specific detail related to your claim.
- The final step to submitting your claim is to press "update" at the bottom of this screen.

Your claim has now been submitted to the carrier. Watch your time slips for the remainder of the half to see if the carrier pays the claim or not. If they do not pay the claim, you will need to submit it with the proper paperwork to your Local Chairperson for further processing. Please see the documentation section of this packet to ensure you include complete documentation.

## Types of Claims

### **Taken off engineer's board before seven (7) days**

When you are set up as an engineer and set back to a conductor before the seven (7) required days.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- FRA Screen Tie Up

**Example narrative:**

*Claiming 7 days of engineer guarantee in addition to all other earnings for being used as an engineer. I was ordered as an engineer on **(date)** at **(time)** for assignment **(train ID)** from **(location)** to **(location)**. I was then ordered as an engineer on **(date)** at **(time)** for assignment **(train ID)** from **(location)** to **(location)**. After tying up at Boone (NZ335), I was set back as a conductor. Per the Agreement I need to be placed on an engineer's board for 7 days. The FRA tie up will show all deadhead and train times.*

### **25-Mile Zone CNW Rule 12(a)**

When you are ordered in short turn service and are required to operate outside the 25-mile zone. This claim can be submitted every time you break the zone.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- FRA Screen Tie Up

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings for exceeding the 25-mile zone. I was ordered in short turn service on **(date)** at **(time)** for assignment **(train ID)** at **(location)**. I was instructed by the dispatcher to*

deadhead to **(location)** relieve the crew and operate the train to **(location)**. **(location)** to **(location)** is **(number)** miles therefore exceeding the 25-mile zone. The FRA tie up will show all deadhead and train times.

### **Exceeding 100-Miles in Short Turn Service CNW Rule 11(e) and 12(a)**

When you are ordered in short turn service and are required to operate over 100 total miles for the tour of duty.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- All Train TCS Bulletins
- All Train BU/BC
- FRA Screen Tie Up

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings for exceeding 100 miles in short turn service. I was ordered in short turn service on **(date)** at **(time)** for assignment **(train ID)** at **(location)**. I was instructed by the dispatcher to deadhead to **(location)** relieve the crew and operate the train to **(location)**. I was then instructed by the dispatcher to deadhead to **(location)** relieve the crew and operate the train to **(location)**. **(location)** to **(location)** is **(number)** miles and **(location)** to **(location)** is **(number)** miles, for a total of **(number)** miles, therefore exceeding 100 miles for the tour of duty. The FRA tie up will show all deadhead and train times.*

### **Performing Yard Work in Road Service CNW Rule 11(d)**

When you are ordered to perform yard work inside the switching limits while assigned to road service.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- Crew Call Sheet
- Switch lists
- Other Locomotives used
- Locomotive inspection for both switch engines and road engines
- FRA Screen Tie Up including both switching and road

**Example narrative:**

Claiming 8 hours pay in addition to all other earnings account being instructed to perform yard work inside the switching limits while assigned to road service. I was ordered in road service on **(date)** at **(time)** for assignment **(train ID)** at **(location)**. I was instructed by **(manager)** to use the switch engine **(locomotive ID)** and switch the cars in track(s) **(number)** needed for the train. I performed these switching duties from **(time)** to **(time)**, which was outside the scope of my assignment when the yard job was on duty to perform their work. The **(location)** yard switch engine **(job ID)** was on duty to perform the work.

## **Uber – Personal Phone**

When you are ordered to use your personal phone to order themselves crew transportation.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- Screen shots of phone messages
- EVMS control number
- Copy of the EVMS screen
- FRA Screen Tie Up

**Example narrative:**

Claiming 8 hours pay in addition to all other earnings account the carrier instructing me to use my personal phone to arrange transportation with Uber on **(date)** at **(time)** from **(location)** to **(location)**. The EVMS control number was **(number)**. I was ordered for assignment **(train ID)** on **(date)** at **(time)** in **(location)**. FRA tie up will show all deadhead and train times.

## **Seniority Restricted Failing to Properly Staffing the Boards**

When you are ordered to cross protect another board off your assigned board

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins both trains
- Train BU/BC both trains
- Crew Call Sheets
- FRA Screen Tie Up

**Example narrative:**

Claims Packet for Engineers

Claiming 8 hours pay in addition to all other earnings account my seniority was restricted when the carrier failed to properly staff the **(location) engineers (direction) board (circ7 and board ID)** and requiring cross protection from the **(location) engineers (direction) board (circ7 and board ID)**. I am assigned to the **(location) engineers (direction) board (circ7, board ID and turn #)**. My seniority was restricted when I was ordered to cross protect the engineers **(direction) board (circ7 and board ID)** for train **(train ID)** on **(date)** at **(time)** in **(location)** and returned from **(location)** on train **(train ID)** on **(date)** at **(time)**. FRA tie up will show all deadhead and train times.

## **Commingling Yard and Road Service**

When you are ordered multiple switching moves to perform work for building and switching the train.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- Tracks and moves made
- FRA Screen Tie Up

**Example narrative:**

Claiming 8 hours pay in addition to all other earnings for commingling yard and road service. I was ordered for assignment **(train ID)** on **(date)** at **(time)** in **(location)**. At **(location)** yard I was instructed by the **(manager/FBY)** to pick up from tracks **(list track #'s)**. The **(location)** yard switch engine was on duty to perform this work and there was sufficient length for the train or pick up to be assembled in the yard.

OR

Claiming 8 hours pay in addition to all other earnings for commingling yard and road service. I was ordered for assignment **(train ID)** on **(date)** at **(time)** in **(location)**. At **(location)** yard I was instructed by the **(manager/FBY)** to set out the **(list of blocks and track #'s)**. The **(location)** yard switch engine was on duty to perform the work and there was sufficient length for the cars to be set out as one block in the yard.

## **Operating Outside the Bulletin Limits**

When you are ordered to operate outside the bulletin assignment.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- Any Track Warrants
- FRA Screen Tie Up

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account operating off the bulletin assignment. I was ordered for assignment (**train ID**) on (**date**) at (**time**) in (**location**). I was instructed by (**manager**) to deadhead to (**location**) on the (**name**) subdivision, take control of the train and operate it to the final location of (**location**). The FRA tie up will show all deadhead and train times.*

**Driving Company Vehicles for Self-Transport**

When you are ordered to operate carrier supplied vehicle to self-transport.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins
- Train BU/BC
- FRA Screen Tie Up

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account being instructed to operate a company vehicle for self-transportation. I was ordered for assignment (**train ID**) on (**date**) at (**time**) in (**location**). I was instructed by (**manager**) and the Great Lakes Superintendent Bulletin Site Specific Instructions to operate a company vehicle (**license plate # and vehicle #**) from (**location**) to (**location**). FRA tie up will show all deadhead and train times.*

**Running Through Terminal**

When you are ordered to operate through the terminal.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Train TCS Bulletins

- Train BU/BC
- FRA Screen Tie Up

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account operating through the terminal. I was ordered for assignment **(train ID)** on **(date)** at **(time)** in **(location)**. I was instructed by **(manager)** to deadhead to **(location)** and operate through the initial terminal of **(location)** to the final location of **(location)**. The FRA tie up will show all deadhead and train times.*

**Used in Other Service CNW Rule 3(g)**

When you are ordered to operate a 2<sup>nd</sup> train during the tour of duty.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Both Train TCS Bulletins
- Both Train BU/BC
- Crew Call Sheet
- FRA Screen Tie Up

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account being used in other service to operate a second train. I was ordered for assignment **(train ID)** on **(date)** at **(time)** in **(location)**. I operated the train to **(location)** I was then instructed by **(manager)** to deadhead to **(location)**, take control of train **(train ID)** and operate it to **(location)**. The operation of train **(2<sup>nd</sup> train ID)** is the work of the first out engineer located at **(location)**. The FRA tie up will show all deadhead and train times.*

**Departing the Terminal Over 8 Hours**

When you are ordered to operate to depart the terminal after being on duty over 8 hours.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- All Train TCS Bulletins
- All Train BU/BC
- FRA Screen Tie Up

### **Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account being ordered to depart the terminal after being on duty over 8 hours. I was ordered in short turn service for assignment **(train ID)** on **(date)** at **(time)** in **(location)**. I was instructed by **(manager/dispatcher)** to deadhead to **(location)** and relieve train **(train ID)**. After arriving back at the terminal, I was instructed by **(manager/dispatcher)** to deadhead to **(location)** and relieve train **(train ID)**. At that time, I informed the **(manager/dispatcher)** that I had already been on duty in excess of **(number)** hours and was still instructed to depart the terminal. I was **(number)** hours on duty when I departed the terminal on **(date)** at **(time)**. The FRA tie up will show all deadhead and train times.*

### **Held Out Medical**

When you are held out of service after being cleared for full duty by the doctor.

Required information:

#### **Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

#### **Detailed information:**

- Doctor's Release for full duty
- All correspondences from the carrier

### **Example narrative:**

*Claiming the greater of lost earnings or guarantee from **(date)** to **(date)** account no determination made by the carrier with in five (5) days after notice of my being medically cleared for duty. The carrier was notified by email and or fax of the medical release on **(date)**. Claim the greater of lost earnings or guarantee as per PLB 394, Case 35, Award 35.*

### **Staging**

This type of claim is used to request 8 hours of pay for being required to run through the terminal for staging train purposes.

Required information:

#### **Departing information:**

- Train ID
- Date
- Time on duty
- Terminal location

#### **Arriving information:**

- Terminal location
- Date
- Time

#### **Instruction to go back out information:**

- Dispatcher ID

- Arrival Mile Post #
- Departing from terminal location
- Date
- Time

***Final arrival information:***

- Arrival Mile Post #
- Date
- Time
- Final terminal location
- Date
- Time
- Tie up date and time

***Example narrative:***

Claiming 8 hours of pay in addition to all other earnings for being required to run through the terminal for staging train purposes. I was ordered for **(train ID)** on **(date)** at **(time on duty)** from **(terminal)**. I arrived at **(terminal location)** on **(date)** at **(time)** and was instructed by dispatcher **(dispatcher initials)** to take the train to MP **(mile post #)**. I departed **(terminal location)** on **(date)** at **(time)** and arrived at MP **(mile post #)** on **(date)** at **(time)** and arrived back at **(terminal location)** on **(date)** at **(time)** and tied up **(date)** at **(time)**.

### **Bay Window Claim (only applies between October 15<sup>th</sup> through April 15<sup>th</sup>)**

This type of claim is used to request 8 hours of pay for being required to use a locomotive in yard service not equipped with a bay window for the majority of the shift. This type of claim is only valid from October 15<sup>th</sup> through April 15<sup>th</sup>.

Required information:

**Detailed information:**

- Locomotive #
- Job #
- Date
- MTO or Yard Master name or initials
- On-duty time
- Tie up time

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings for being forced to work in yard service with a locomotive not equipped with a bay window in accordance with the letter of Understanding dated March 16, 1949. I was instructed to use locomotive (**locomotive #**) while on job (**job #**) on (**date**) to perform yard switching service per (**manager name**), between the hours of (**on duty time**) to (**tie up time**). This locomotive was used the preponderance of my shift and is not equipped with a bay window.*

### **Turned out of Away from Home Terminal Rule 11(B)**

This type of claim is used to request a second trip rate for being required to depart the away from home terminal for a second time.

Required information:

**Departing information:**

- Away from home terminal
- Train ID
- Date
- Home terminal
- Time

**Arriving information:**

- Away from home terminal
- Date
- Time

**Second departure information:**

- Manager name or initials
- Date
- Time ordered
- Away from home terminal
- Train pick up location
- Train ID
- Pick up location

**Final arrival information:**

- Away from home terminal
- Date
- Time

### **Example narrative:**

Claiming 2nd trip rate in addition to all other earnings for departing the **(away from home terminal)** for the 2nd time. I was ordered for train **(train id)** on **(date)** from **(home terminal)** at **(time)**. After arriving at the **(away from home terminal)** on **(date)** at **(time)**, Corridor Manager **(manager name or initials)** ordered me on **(date)** at **(time)** to depart the terminal of **(away from home terminal)** and deadhead to **(location)** to bring train **(train id)** from **(pick up location)** to **(away from home terminal)** on **(date)** at **(time)**. FRA tie up screen will show all deadhead and train times.

### **Turned Out of Home Terminal Rule 11(C)**

This type of claim is used to request a second trip rate for being required to depart the home terminal for a second time.

Required information:

#### **Assignment information:**

- Home terminal location
- Train ID
- Date
- Time on duty
- Away from home terminal

#### **Order to depart and drag in a train:**

- Manager name or initials
- Date
- Time ordered
- Home terminal Location
- Train pick up location
- Train ID
- From location
- Home terminal location

#### **Arrival information:**

- Terminal location
- Date
- Time

#### **Second departure information:**

- Train ID
- Origination and destination terminal information
- Date
- Time

#### **Final arrival information:**

- Terminal location
- Date
- Time

### **Example narrative:**

Claiming 2nd trip rate in addition to all other earnings for departing the **(home terminal)** for the 2nd time. I was ordered for **(train id)** on **(date)** from **(home terminal)** to **(away from home terminal)** at **(time)**. Corridor manager **(manager's name or initials)** ordered me on **(date)** at **(time)** to depart the **(home terminal)** terminal to deadhead to **(location)** to bring train **(train id)** from **(location)** to **(home terminal)**

and then depart the **(home terminal)** terminal for the 2nd time to take train **(train id)** to **(location)**. FRA tie up screen will show all deadhead and train times.

## **Locker**

This claim is used for requesting a locker at home or away from home terminal. If they are unable to provide you with a locker you are entitled to this claim. A certified letter must be sent to request a locker. File a claim for each day you are at that terminal that you do not have a locker provided.

Required information:

**Departure information:**

- Train ID
- Date
- Time

**Arrival information:**

- Terminal location
- Date
- Time

**Certified Letter information:**

- Terminal location of requested locker
- Date sent
- Date received
- Name of recipient

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account of not being provided a locker at **(away or home) terminal)**. I was ordered on **(train ID)** on **(date)** at **(time)** I arrived at **(terminal location on date and time)**. There was no locker available for me at this location. I requested a locker by certified mail on **(date and time)** and it was received by **(name)** on **(date and time)**.*

## **Bad Order Toilet**

If you are instructed to operate on a locomotive with a bad toilet, ask all crew members to enter a time claim and ensure that bad order locomotive is reported.

Required information:

**Assignment information:**

- Train ID
- Date
- Time
- Terminal

**Directive information:**

- Manager
- Time
- Locomotive #
- Locomotive Inspection Defect

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account being instructed to operate a locomotive with a non-complying unsanitary toilet while assigned to **(train ID)** on duty **(date)** at **(time)** at **(location)**. I notified **(manager)** at **(time)** that **(locomotive#)** was a non-complying unit due to fumes and sewage, but was told to take the train 'as is'.*

### **Bad Order or No Fridge/Icebox**

If you are instructed to operate on a locomotive with either a bad order or no fridge / icebox, ask all crew members to enter a time claim and ensure that the bad order locomotive is correctly reported by engineer at tie up.

Required information:

**Assignment information:**

- Train ID
- Date
- Time
- Terminal

**Notification information:**

- Manager
- Time
- Locomotive #
- Locomotive Inspection Defect

#### **Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account being instructed to operate a locomotive with a non-complying refrigerator/icebox while assigned to **(train ID)** on duty **(date)** at **(time)** at **(location)**. I notified **(manager)** at **(time)** that **(locomotive#)** was a non-complying unit due to no method of sanitarily storing cold water and lunches but was told to take the train 'as is'.*

### **Yard Service Out of Switching Limits**

When assigned to yard service your duties will be performed within the established switching limits, or you are probably doing road work. If you are told to stage a train outside of switching limits, enter the following time claim. If you believe you have a claim for other yard switching limit violations, modify your claim based on the example or ask a Local Chairman for assistance.

Required information:

**Assignment information:**

- Train ID
- Date
- Time
- Terminal

**Directive information:**

- Manager
- Time
- Train ID
- Location
- Detail of work
- Time
- Train ID

- Time
- Train ID

### **Example narrative**

*Claiming 8 hours pay in addition to all other earnings account being instructed to work outside of switching limits while assigned to yard job **(train ID)** on duty **(date)** at **(time)** at **(terminal)**. I was instructed by **(manager)** at **(time)** to take train **(train ID or car #)** from **(location)** to **(location)** which was outside of the scope of my yard service assignment **(explain the work you did)**. I departed switching limits at **(time)** by **(train/cab/etc)** and arrived back in switching limits at **(time)** by **(train/cab/etc)**.*

### **Yard Meal Claim**

Per agreement, yard crews are allowed to take an on-property 20-minute meal period to begin no sooner than 4 1/2 hours and to end before 6 hours after on-duty time. Engineers are also entitled to a second meal period between 4 1/2 and 6 hours after the first meal period ends. It is encouraged to take a meal period in the bracketed times. Enter the appropriate time claim if you are instructed by carrier official to take a late meal or to not take a meal period.

Required information:

#### **Directive information:**

- Instructing manager
- Train ID
- Date on duty
- Time on duty
- Location of assignment
- Meal period start time
- Meal period end time
- Explanation of why meal was taken late or denied
- Time tied up

### **Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account was instructed by **(manager)** to take meal period outside of the bracket while assigned to yard job **(train ID)** on duty **(date)** at **(time)** at **(location)**. I began meal period at **(time)** and ended at **(time)**. **(Explain why meal was taken late)**.*

**OR**

*Claiming 8 hours pay in addition to all other earnings account was denied a meal period by **(manager)** while assigned to yard job **(train ID)** on duty **(date)** at **(time)** at **(location)**. I tied up at **(time)** and was not provided with a meal period during my entire tour of duty.*

### **Yard Start Brackets**

Regularly assigned jobs have fixed start times. Where 3 eight-hour yard shifts are worked in continuous service, the start times for an assignment on 1<sup>st</sup> shift will be between 06:30 and 08:00 hours, 2<sup>nd</sup> shift between 14:30 and 16:00 hours and 3<sup>rd</sup> shift between 22:30 and 00:00 hours. Extra yard assignments will also be called in these bracketed times. If called outside of the bracket, file a time claim.

Required information:

**Assignment information:**

- Train ID
- Date
- Time
- Location

**Detail information:**

- Start brackets
- Terminal location

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account was called to protect job **(train ID)** on **(date)** at **(time)** at **(location)**. I was ordered for a start time outside of the agreed upon start brackets of 0630 to 0800 hours, 1430 to 1600 hours and 2230 to 0000 hours. **(Terminal Location)** Terminal has three yard shifts in continuous service.*

### **Run Around**

When you are first out and rested, you may have a run around claim due if your pool or extra board turn is called out of sequence. Also, the first person called is to be the first to depart the terminal for both road trains and deadheads. Enter a claim if you depart out of turn. Please inform your brother/sister that they may have a claim due if you are called or depart around them.

Required information:

**Assignment information:**

- CIRC-7 and board
- Train ID
- Date
- Time
- Terminal

**Detailed information:**

- Who ran around you
- Date
- Time
- Subsequent Train ID
- Date
- Time

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account of being run around while assigned to the **(circ-7 and board)**. I was first out and rested when I was run around by **(who)** called for **(train ID)** on duty on **(date)** and **(time)**. I was subsequently ordered for **(train ID)** on duty on **(date)** and **(time)**.*

### **Out of Bulletined Limits / Out of Assigned Start Time**

If instructed to operate outside of your trains bulletined limits or to begin your tour of duty outside of your bulletined start time, you probably have a penalty claim. Please contact a Local Chairman for assistance in writing your claim. Copies of call sheets, track warrants, conductor logs, reader lists and train lists are valuable evidence supporting the burden of proof that you were mishandled. Bulletins must be specific as to the start

time, on/off duty locations, home/away terminals, rest days, territory worked daily, etc. Vague bulletins are meaningless.

Required information:

**Detailed information:**

- Location
- Job ID
- Date
- Time
- Home/Away Terminal(s)
- Rest days
- Territory worked daily

**Example narrative:**

### **Firemen Claims**

Firemen-helpers in classroom training at points away from home will be allowed actual and necessary travel, meal and lodging expenses. When undergoing on-the-job training, firemen- helpers will receive lodging and meal allowances. Enter any claims daily, listing train ID and name of engineer you trained under.

Required information:

**Detailed information:**

- Location
- Train ID
- Fireman employee name you trained under
- Date
- Time
- List of expenses

**Example narrative:**

### **Guarantee (Federal Requirement - FR) and Bonus Day**

If you are shorted guarantee or your bonus day, enter a guarantee claim following each pay half and a bonus day claim if you have been marked up for the entire period. For these claims, simple is better as the Local Chairman can dissect any issues with the carrier later. Claims for Federal Requirement (FR) are also covered by this entry.

Remember that when bumped, trainmen have 3 hours to mark up before your bonus day and guarantee are affected and 24 hours before you lose your bump. If you mark up by 11:00 hours, you are due that board's guarantee for the day.

Required information:

**Assignment information:**

- CIRC-7 and board

**Detailed information:**

- Pay period requested

- Bonus Day/Guarantee (FR)

**Example narrative:**

*Claiming full guarantee for first/last half of (month and year) while assigned to (circ-7 and board).  
Claiming bonus day due for first/last half of (month and year) while assigned to (circ-7 and board).*

## **Jury Duty**

Advise your local manager that you are selected for jury duty. On dates that you need to appear at court, call CMS to mark off jury duty (LJ). Submit a non-service time slip and forward your proof of attendance paper issued by the Clerk of Court to timekeeping – email: tkopsfax@up.com or fax: 402-997-3954.

Required information:

**Assignment information:**

- CIRC-7 and board

**Detailed information:**

- Jury duty date
- Amount of compensation
- Train ID would have worked

**Example narrative:**

*Claiming the greater of lost earnings or full guarantee while assigned to (circ-7 and board) and marked off for jury duty on (date). I was compensated (\$ amount) by clerk of court. Job I would have worked was (train ID).*

## **Bereavement**

Call CMS to mark off bereavement (BV). Agreements provide for bereavement leave, not in excess of 3 calendar days following death of an employee's brother, sister, parent, child, spouse or spouse's parent. Half-brothers/sisters are covered but not step-brothers/sisters, unless legally adopted. Submit a non-service time slip for each day off and forward your notice from funeral home or obituary to timekeeping – email: tkopsfax@up.com or fax: 402-997-3954.

Required information:

**Detailed information:**

- Relation of loss
- Date of death
- Service date
- Days requesting bereavement pay
- Obituary or notice from funeral home
- Non-service time slip for each day off

**Example narrative:**

*Claiming 3 paid days of bereavement for the loss of my (relative). Date of death was (date) and services*

to be held on **(date)**. Days of requested bereavement are **(dates)**. I have emailed or faxed appropriate documents.

### **Personal Auto Miles**

Enter one personal auto mileage claim each for driven miles to and from away from home terminal. Do not use circ7 locations, enter city and state.

Required information:

**Detailed information:**

- Number of miles claiming
- Location from
- Location to
- Date
- Description of reason for travel
- Instructing manager's name

**Example narrative:**

*Claiming (# of miles) miles at current mileage rate account drove personal auto from (location from) to (location to) on (date) for brakeman or conductor training as instructed by (manager name).*

## Company Business

When marked off in a company business status (rules class, safety meeting, simulator training, peer trainer, etc.) enter claim as instructed by Superintendent Bulletin Category 10 -Timekeeping and CMS. Always add comments requesting to be paid at the greater of lost earnings or 8 hours pay. It is also recommended to list the job you missed and who protected it. Enter one claim for each day marked off.

Required information:

**Detailed information:**

- Superintendent Bulletin Category
- Event attended
- Date
- Instructing manager's name
- Claim amount (Train ID and protected by who)

**Example narrative:**

*Claiming pay class of time (from supt bltn) account attended (what event) on (date) as instructed by (manager name). Claiming greater of lost earnings or 8 hours pay for (train ID) protected by (who).*

## No Water or Supplies

If you are instructed to work in road or yard service with no water or supplies available, please enter a time claim as the carrier is to have them for you.

Required information:

**Assignment information:**

- Train ID
- Date
- Time
- Location

**Detailed information:**

- Manager name notified
- Time manager was notified

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account being instructed to operate with no bottled drinking water while assigned to (train ID) on duty (date) at (time) at (location). I notified (manager name) at (time) that there was no bottled water but was told to work anyway.*

## **Restricted Seniority**

If your seniority is restricted, please enter a time claim for each day you are inconvenienced. The most important part to these claims is explaining how your seniority was restricted – the more info the better.

Required information:

**Detailed information:**

- Date
- Time
- Description of reason with specific details

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings account my seniority was restricted on **(date)** at **(time)**. **(Explain what happened to inconvenience you -include jobs, names and times)**.*

## **Wait for Lodging Claim**

If you are not provided lodging within a reasonable amount (over 30 minutes of arriving at the rest location), you are entitled to submit a claim for 8 hours pay.

Required information:

**Assignment information:**

- Train ID
- Location
- Date
- Time

**Detailed information:**

- Time checked into room
- Reason for check-in delay
- Original rest time
- Time rest time adjusted

**Example narrative:**

*Claiming 8 hours pay in addition to all other earnings for not being provided lodging within a reasonable amount of time. I was ordered on Train **(train ID)** at **(location)** on **(date)** at **(time)** and tied up at **(location)** at **(time)** on **(date)**. I was not checked into my room until **(time)** on **(date)** account of **(reason)**. My original rest was **(time)** on **(date)**. I readjusted my rest upon receiving my room to **(time)** on **(date)**.*