

## WEST Road Switcher Guarantee – “How To” Guide

**\*Applies to employees Thunder Bay and West**

### WEST Road Switcher guarantee (GR – Claim)

**Road switchers are monthly claims that can be submitted at the completion of the month. Claims must include the amount of entitlement including all the calculations and proper/details and remarks. Any claim submitted in an amount without calculations (ie. 1.00) will be declined based on insufficient information provided.**

In order to claim a road switcher guarantee you must be set-up on a road switcher for at least one week of the month in which you are claiming. You must have also worked on the road switcher at least one day during a particular assigned week to claim. i.e. Assigned to brakeman position on road switcher but working on other assignments for whole week is an un-claimable week.

### Calculating monthly miles.

**Road switcher guarantees are based off of 2600 miles monthly.** If switcher for the full month and no lost work in same position you would claim the 2600 mile monthly amount. Otherwise use table below to calculate your daily rate.

The **daily rate** is calculated  $2600 / (\text{days in month})$  as seen below:

Days of Month	Daily Rate (miles)
31	84
30	87
28(29)	93(90)

### Calculating days eligible.

- Record each week **set up on road switcher and position.** (Set-up as brakeman for week gets calculated as brakeman for that week regardless of other positions may have worked.
- Days off are counted as working days **as long as available** (not working another job or otherwise not available). If working other job during days off these days would be prorated out of the equation.
- **Record any days that show lost work.** These days could be counted and earnings deducted or a penalty applied or prorated depending on situation. **\*See lost work section below**

0228	1546	FILL	01	AK21	RS	CO	02/28-1600
0228	1555	CALL		AK21	RS	CO	02/28-1600
0301	0542	TIE UP		AK21	RS	CO	03/01-0345
0301	0542	LOST WORK		AK21	RS	B1	02/28-1610

In the picture above the employee was set up as the B1 on the AK21 switcher. They were promoted to CO for one day. This would be recorded as one day as CO on AK21 and the lost work as B1 would be **prorated**.

### Non-Penalty off statuses.

If an employee loses work due to a non-penalty off-status (i.e. company business, edo, union business etc.) no penalty is applied but the day is **prorated**.

EXAMPLE:

0210	0451	TIE UP	RS 10	EN	02/10-0200	A0
0210	1508	COMMENTS			02/10-1809	N0
0210	1808	CO BUSINE	4HCOOCOT19EN		02/10-1508	N0
0211	0503	LOST WORK	RS 10	EN	02/10-1800	N0
0212	0539	LOST WORK	RS 10	EN	02/11-1800	N0
0212	1757	BOOK-ON	4HCOOCOT19EN		02/12-1457	N0
0212	1909	CALL	RS 10	EN	02/12-1800	B0

In this example the employee was booked off company business and **lost work** on the 10<sup>th</sup> and 11<sup>th</sup>. These days would be **prorated out of guarantee and no penalty applied** as company business is a non-penalty off status.

\***Any lost work** that was due to changing from one job to another would also be prorated if **less than 12 hours** between tie up of one job and order time of switcher.

### Penalty off statuses.

A **penalty of a 100 miles** is applied anytime an employee loses work due to a penalty off status. They can be applied multiple times for same instance. i.e. **booking sick and missing 2 days of work constitutes 2 penalty's**.

Penalties are **extended rest** (over 12 hours), **sick**, **personal** and **miss calls** (if lost work).

EXAMPLES OF PENALTIES:

0214	2247	OFF SICK	4HCOOCOT09B1	02/14-1947	S0
0215	1214	LOST WORK	RS15	B1 02/14-2300	← Penalty S0
0215	1423	BOOK-ON	4HCOOCOT09B1	02/15-1123	S0
0215	2352	CALL	RS15	B1 02/15-2300	B0

In example above the employee booked sick causing him/her to miss work the next day.

0203	2339	TIE UP	RS6	B1	02/03-2040	ARR= 130203-2000	REST=2400/0000
0204	0131	DISPLACED	4HCOOCOT17B1	02/03-2230	NOTIFY=Y		
0204	0131	NOTIFIED	4HCOOCOT17B1	02/03-2231	Tie Up Time		
0204	0132	SEN-MOVE	4HCOOCOT21B1	02/03-2231	MOVE TYPE= P	NOTIFY=N	
0204	1732	MASTER RC			DELETE QUALFN	RQRS	
0204	1732	MASTER RC			DELETE QUALFN	RQSR	Rest
0204	1732	MASTER RC			DELETE QUALFN	RQWF	
0204	2106	MBR MISS	112-04	CO	02/04-1130		
0205	0800	LOST WORK	RS14	B1	02/04-2100		← Penalty
0205	2157	CALL	RS14	B1	02/05-2100		

In this example the employee tied up their prior job at 2040 and booked 24 hours rest. They changed jobs and they lost work on new job due to extended rest. **This would incur a penalty of 100 miles for the job he lost work on.** (In this case RS14/B1)

\*As long as there is 12 hours between tie-up and start of road switcher an employee is expected to work, otherwise a penalty is incurred.

**Determine miles earned:** (using time slip inquiry)

Add miles from **each position worked** separately while on assigned road switcher. (engineer, conductor, brakeman)

General holiday's (GH) also count against guarantee if they fall in week assigned to road switcher.

TIMESLIP INQUIRY SELECTION												PST551
EMPLOYEE NUMBER: ( )												START DATE: ( 130422 )
DATE/TIME	MSC	T	CC	DIST	TRN/ASGN	STATUS	IN-BASKT	AMT/TYP	OT	AJ	EH	AMOUNT
130424	1100	W	CO	4HCO	RS6	APP-TRND		0137	M	N		031420
130425	1100	W	B1	4HCO	RS6	APP-TRND		0134	M	N		027768
130426	1100	W	B1	4HCO	RS6	APP-TRND		0137	M	N		028413
130427	1100	W	B1	4HCO	RS6	APP-TRND		0122	M	N		025377
130428	1100	W	B1	4HCO	RS6	APP-TRND		0112	M	N		023247
130429	1100	W	B1	4HCO	RS5	APP-TRND		0128	M	N		026477
130430	1100	W	B1	4HCO	RS5	APP-TRND		0110	M	N		022925
130503	1100	W	B1	4HCO	RS5	APP-TRND		0118	M	N		024539

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\*In this instance the employee was set up as B1 on RS6 for week of April 22 – 28. Days off were 22-23 (counted as B1 days) and worked one day as conductor. So he/she would count 1 day as conductor and 6 as brakeman. After crew change was moved to Brakeman on RS-5 for April 29-30 and would count the last 2 days as a B1. 8 total days (Including 2 scheduled days off and employee available –marked as 0 miles) as a brakeman and 1 day as a conductor looks like this:

**Roadswitcher Monthly Guarantee - Coquitlam - Revelstoke**

Month April      44 - Co Employee      Number      Step Rate 100.8  
DIST      SDIS

GUARANTEE: 2600 miles @ roadswitcher rate on a prorated basis.

	100%	95%	90%	85%
<b>Coquitlam to Revelstoke</b>				
<b>EN</b>	2.5250			
<b>CO</b>	2.2851	2.1709	2.0566	1.9423
<b>BK</b>	2.0664	1.9631	1.8598	1.7564

Dates Worked	Miles/Craft	DAYS IN MONTH:	
1. . . .		31 = 84 daily rate	
2. . . .		30 = 87 daily rate	
3. . . .		28 = 93 daily rate	
4. . . .		2600/(days in month) = daily rate	
5. . . .			
6. . . .			
7. . . .			
8. . . .			
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18. . . .			
19. . . .			
20. . . .			
21. . . .			
22. . . .			
23. . . .			
24. . . .			
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29. . . .			
30. . . .			
31. . . .			

*WRITE OFF*  
*SPACE BOARD*

**Calculations**

Assignment: <b>Brakeman</b>	Assignment: <b>Conductor</b>	Assignment: <b>Engineer</b>
87 Daily Miles	87 Daily Miles	_____ Daily Miles
8 x # of days assgnd	1 x # of days assgnd	_____ x # of days assgnd
696 = Miles Entitlement	87 = Miles Entitlement	_____ = Miles Entitlement
- 743 Deduct Miles Earned	- 137 Deduct Miles Earned	- _____ Deduct Miles Earned
- <del>0</del> Deduct Penalty	- <del>0</del> Deduct Penalty	- _____ Deduct Penalty
= Miles Claimed	= Miles Claimed	_____ = Miles Claimed
\$ / x Rdswtr Rate	\$ / x Rdswtr Rate	\$ _____ x Rdswtr Rate
\$ <del>0</del> Total	\$ <del>0</del> Total	\$ _____ Total
	\$ <del>0</del> TOTAL GUARANTEE CLAIMED	

22. RS-6	0 B1	0 B1	0	0	0
23. B1	137 Co	137 B1	1	1	1
24. B1	137 B1	137 B1	1	1	1
25. B1	122 B1	122 B1	1	1	1
26. B1	112 B1	112 B1	1	1	1
27. B1	128 B1	128 B1	1	1	1
28. B1	110 B1	110 B1	1	1	1

\*\* 100 mile deduction for sick, personal,

The picture below shows a different scenario.

Employee stayed on the RS-6 as a B1 from April 22 – 28 and April 29 on. They booked sick on April 24 losing work and incurring a 100 mile penalty. April 27 they booked company business and lost work as a result this day is prorated.

**Roadswitcher Monthly Guarantee - Coquitlam - Revelstoke**

Month April      4A - CO      Employee \_\_\_\_\_      Number \_\_\_\_\_      Step Rate 100  
DIST      SDIS

GUARANTEE: 2600 miles @ roadswitcher rate on a prorated basis.

	100%	95%	90%	85%
<b>Coquitlam to Revelstoke</b>				
EN	2.5250			
CO	2.2851	2.1709	2.0566	1.9423
BR	2.0664	1.9631	1.8598	1.7564

Dates Worked      Miles/Craft      DAYS IN MONTH:

1. . . . .  
 2. . . . .  
 3. . . . .  
 4. . . . .  
 5. . . . .  
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 27. . . . .  
 28. . . . .  
 29. . . . .  
 30. . . . .  
 31. . . . .

~~31 = 31 daily rate~~  
30 = 87 daily rate  
~~28 = 83 daily rate~~  
 2600 (days in month) = daily rate

**Calculations**

	Assignment: <b>Brakeman</b>	Assignment: <b>Conductor</b>	Assignment: <b>Engineer</b>
13. . . . .	<u>87</u> Daily Miles	_____ Daily Miles	_____ Daily Miles
14. . . . .	<u>8</u> x # of days assgnd	_____ x # of days assgnd	_____ x # of days assgnd
15. . . . .	<u>696</u> = Miles Entitlement	_____ = Miles Entitlement	_____ = Miles Entitlement
16. . . . .	<u>- 382</u> Deduct Miles Earned	_____ Deduct Miles Earned	_____ Deduct Miles Earned
17. . . . .	<u>- 100</u> Deduct Penalty	_____ Deduct Penalty	_____ Deduct Penalty
18. . . . .	<u>214</u> = Miles Claimed	_____ = Miles Claimed	_____ = Miles Claimed
19. . . . .	<u>\$20664</u> Rdswr Rate	\$ _____ x Rdswr Rate	\$ _____ x Rdswr Rate
20. . . . .	<u>\$442.20</u> Total	\$ _____ Total	\$ _____ Total
21. . . . .		<u>\$442.20</u> TOTAL GUARANTEE CLAIMED	

\*\* 100 mile deduction for sick, personal, miss call & excess rest (if L/W)  
 Use claim code "GR" to enter roadswitcher Guarantees.

TOTAL DAYS      TOTAL MILES

3 working days as a B1 plus 1 sick day and 4 days off total 8 total days eligible to be claimed.

This employee was short 214 miles. This multiplied by their rate equals their guarantee of \$442.20

## Putting it all together:

1. **Total up all days worked as Engineer, Conductor and Brakeman separately** including days off if did not work (did not take extra shifts).

\*Days off are included as the craft set-up on for week. (ie. If set up as a B1 on switcher but worked as conductor all week due to vacancy it is still counted at BK rates).

2. Multiply these days by the daily rate for the month. (This will be the entitlement amount)  
\*If you were set-up the whole month as same craft (i.e. en, co, b1) without any prorated days your entitlement amount is automatically 2600 miles.
3. Deduct miles earned including any General holidays during the week(s) set-up, per craft.
4. Deduct any penalties. (100 miles per penalty)
5. A positive amount means you are eligible for a top-up. Multiply this by the craft worked and this is the total earned. **(There are no negatives)**
6. Add up totals from each craft and submit the claim.

## Entering the Claim:

This example shows an employee who was set-up as a brakeman on a road switcher for 2 weeks within the month of April. During those two weeks they worked 3 times as a conductor and booked sick causing them to lose work twice. This is how they would show their claim:

```

NON-WORKING MISCELLANEOUS CLAIM                                PST5570
EMPLOYEE NUMBER:
CLAIM CODE      : GR          CLAIM DESC: ROADSWITCHER GUARANTEE
START DATE/TIME: 130401 - 0001
COPY CLAIM END DATE/TIME: 130430 - 2359
=====
CURRENT ASSIGNMENT:  JOB TYPE   : 77   JOB DESC: DUMMY JOB TYPE
                     DISTRICT  : 5M   SUB-DISTRICT: CD
                     ASGN TYPE : A    (A=YARD/LOCAL P=POOL S=SPARE)
                     ASSIGNMENT: YMBS02FO
COPY CLAIM REQUESTED AMOUNT:      ( $$$CC )
THE EMPLOYEE WHO REPLACED YOU IS:

YOUR CLAIM IS - AMOUNT: 10745  TYPE: $    ( $ = MONEY M = MILES T = TIME )
                <<< REMARKS >>>
RDSWT GTEE APRIL 2013. 08-14, 22-30
rs5/6 B1 11 x 87 = 957 - 705 earn - 200 penalty = 52 @ 2.0664 = 107.45.
rs5/c Co 3 x 87 = 261 - 387 earn = 0.
total 107.45_

ENTER=INQUIRE  PFI=HELP  PF3=EXIT  PF5=UPDATE  PFI0=LIST CLAIM CODES
    
```

Be sure to enter dates and separate each craft. Please also provide as much information as possible, otherwise you risk having your claim taken back.

This is the worksheet for the claim entered on previous page.

**Roadswitcher Monthly Guarantee - Coquitlam - Revelstoke**

Month April      4H - CO Employee      Number \_\_\_\_\_      Step Rate 100 %  
DIST      SDIS

GUARANTEE: 2600 miles @ roadswitcher rate on a prorated basis.

	100%	95%	90%	85%
<b>Coquitlam to Revelstoke</b>				
EN	2.5250			
CO	2.2851	2.1709	2.0566	1.9423
BK	2.0664	1.9631	1.8598	1.7564

Dates Worked      Miles/Craft      DAYS IN MONTH:

1. . . . . 31 = 84 daily rate  
 2. . . . . 30 = 87 daily rate  
 3. . . . . 28 = 93 daily rate  
 4. . . . . 2600/(days in month) = daily rate

8. . . . . 0 BI  
 9. . . . . 0 BI  
 10. . . . . 125 CO  
 11. . . . . 125 CO  
 12. . . . . Sick LW BI  
 13. . . . . Sick LW BI  
 14. . . . . 141 BI  
 15. . . . .  
 16. . . . .  
 17. . . . . SPARE BOARD  
 18. . . . .  
 19. . . . .  
 20. . . . .  
 21. . . . .  
 22. . . . . 0 BI  
 23. . . . . 0 BI  
 24. . . . . 141 BI  
 25. . . . . 141 BI  
 26. . . . . 141 BI  
 27. . . . . 137 CO  
 28. . . . . 141 BI  
 29. . . . .  
 30. . . . .  
 31. . . . .

**Calculations**  
 =====

	Assignment: <b>Brakeman</b>	Assignment: <b>Conductor</b>	Assignment: <b>Engineer</b>
	<u>87</u> Daily Miles	<u>87</u> Daily Miles	_____ Daily Miles
	<u>11</u> x # of days assgnd	<u>3</u> x # of days assgnd	_____ x # of days assgnd
	<u>957</u> = Miles Entitlement	<u>261</u> = Miles Entitlement	_____ = Miles Entitlement
	<u>- 705</u> Deduct Miles Earned	<u>- 387</u> Deduct Miles Earned	_____ Deduct Miles Earned
	<u>- 200</u> Deduct Penalty	<u>- 0</u> Deduct Penalty	_____ Deduct Penalty
	<u>52</u> = Miles Claimed	<u>0</u> = Miles Claimed	_____ = Miles Claimed
	<u>\$2,066.4</u> x Rdswwr Rate	<u>\$ /</u> x Rdswwr Rate	\$ _____ x Rdswwr Rate
	<u>\$107.45</u> Total	<u>\$ 0</u> Total	\$ _____ Total
		<u>\$107.45</u> TOTAL GUARANTEE CLAIMED	

\*\* 100 mile deduction for sick, personal, miss call & excess rest (if L/W)  
 Use claim code "GR" to enter roadswitcher Guarantees.

TOTAL DAYS      TOTAL MILES

**Each and every road switcher guarantee will be audited for accuracy.**