

December 31, 2019,

TYPE: Information

NUMBER: LR-003-19

**SUBJECT:** Inappropriate Conductor Trainee Daily Wage (TY) Claims Resulted in Duplicate Payments

A recent audit identified that a Trainee that was engaged in the training program on a continuous training basis submitted multiple duplicate daily training wage (TY) claims. This augmented the trainee's wages.

The claims were not consistent with any provision of the collective agreement and a Formal Investigation with the employee concluded that there was no valid purpose for the duplicate claims.

All employees are reminded of their responsibility under the Honour System to ensure that their tie-ups and all other wage claims are submitted accurately and in a manner that reflects actual events.

**Reminder:** If you intend to submit a claim where you are unsure of entitlement, you must use the interpretation claim code (IP) and ensure that complete details are included, such as location and times and other relevant information that will assist the Audit Team in determining if you are entitled to the claim.

Labour Relations  
T&E Payroll Audit  
**Canadian Pacific**

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