

	October 13 th , 2020	TYPE:	Information	NUMBER:	LR-024-20
SUBJECT:	Your Responsibilities – T&E Wage Claims Canada				

DETAILS

Attention – Canadian TCRC T&E Employees

As of October, seventeen T&E employees in Canada were identified with improper wage claims in 2020 in a manner that resulted in a Formal Investigation that lead to Discipline.

With additional cases pending, this should be a concern to all.

In several of these cases, the investigations concluded that the improper claims warranted permanent loss of employment for the individuals.

The cases range from claiming lost wages for (Health & Safety work or other Company Business), Overtime, TJ payments, Light Duties claims, Training Claims, altering arrival times/off duty times in a manner that triggers “Over Hours” payments without justification, etc. In all cases there was no entitlement to pay.

All employees are reminded to be accurate and vigilant with their timeslips.

Under the Honour System (in place since 2001) the accuracy of your wage claims, whether you personally entered them or not, are your responsibility.

Claiming that you believed that your claim would be reviewed and adjusted by an Audit Specialist is not an acceptable defense under any circumstance as you are paid under the Honour System. The only exception is in the case of Interpretive (IP) claims which have a very specific application as explained in all Honour System Manual.

Under the Honour System, submitting an incorrect claim then adding remarks indicating that you are not certain of your claim entitlement or want someone else to adjust your claim will not reduce your responsibility. The CMA Claim Module is not a messaging platform. It is a payroll tool that you use to pay yourself.

All claims associated to you are your sole responsibility.

Refer to bulletin LR-012-20 (Honour System Manual revision issued on June 29, 2020).

It is not an acceptable defense to claim you did not have or were not familiar with this manual. You must know and apply its contents.

If you are unsure of your entitlement to a claim, you must use the Interpretative (IP) Claim Code within the “Interpretive Claims” System.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

Labour Relations
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