

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 / (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
                                                           A 0
     1508 COMMENTS
                                    02/10-1809
                                                           NΘ
0210 1808 CO BUSINE 4HCOOCOT19EN 02/10-1508
                                                           NΘ
    0503 LOST WORK
                     RS10
                                   02/10-1800
                                                           NO
                                EN
                                   02/11-1800
                                                           NΘ
0212
     0539 LOST WORK
                     RS10
     1757
          BOOK-ON
                     4HCOOCOT19EN
                                    02/12-1457
                                                           NO.
                                EN 02/12-1800
0212 1909 CALL
                     RS 10
                                                           B 0
```

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

*<u>Any lost work</u> 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
                      4HC00C0T09B1
                                                            SO.
                                    02/14-1947
0215
     1214 LOST WORK RS15
                                 B 1
                                    02/14-2300
                                                  Penalty
                                                            S0
0215 1423 BOOK-ON
                      4HCOOCOT09B1
                                    02/15-1123
                                                            S0
0215 2352 CALL
                      RS 15
                                 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
                               B1 02/03-2040 ARR= 130203-2000 REST=2400/0000
                     RS6
0204 0131 DISPLACED
                    4HC00C0T17B1
                                   02/03-2238 NOTIFY=Y
                     4HC00C0T17B1
0204 0131
          NOTIFIED
                                  02/03-2231
                                                 Tie Up Time
                     4HCOOCOT21B1 02/03-2231 MOVE TYPE= P NOTIFY=N
0204 0132 SEN-MOVE
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
                                  02/04-2100
                     RS14
                                                    Penalty
0205 2157 CALL
                     RS14
                               B1 02/05-2100
```

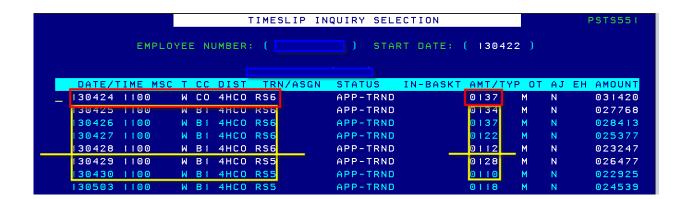
In this example the employee tied up their prior job at 2040 and booked 24 hours rest. They changed jobs and they lost work on new job due to extended rest. **This would incur a penalty of 100 miles for the job he lost work on**. (In this case RS14/B1)

*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.

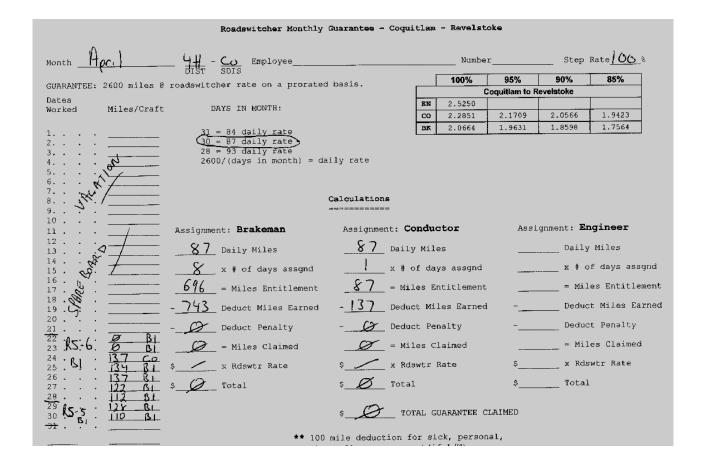
Determine miles earned: (using time slip inquiry)

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.

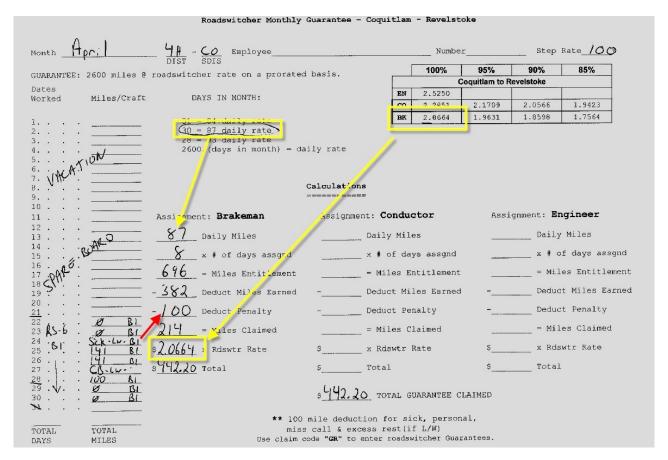


*In this instance the employee was set up as B1 on RS6 for week of April 22 – 28. Days off were 22-23 (counted as B1 days) and worked one day as conductor. So he/she would count 1 day as conductor and 6 as brakeman. After crew change was moved to Brakeman on RS-5 for April 29-30 and would count the last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



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.



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.

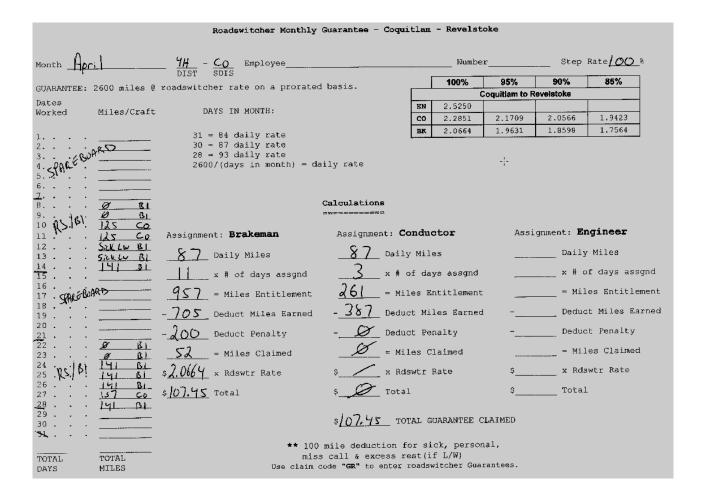
Entering the Claim:

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
        EMPLOYEE NUMBER:
        CLAIM CODE
                       GR
                                CLAIM DESC: ROADSWITCHER GUARANTEE
        START DATE/TIME: 130401 - 0001
COPY CLAIM END DATE/TIME:
                       130430 - 2359
JOB TYPE : 77
                                      JOB DESC: DUMMY JOB TYPE
                                 : 5M
                                       SUB-DISTRICT: CD
                        ASGN TYPE : A
                                       [A=YARD/LOCAL P=POOL S=SPARE]
                        ASSIGNMENT: YMBS02F0
        COPY CLAIM REQUESTED AMOUNT:
                                        [ $$$CC ]
   THE EMPLOYEE WHO REPLACED YOU IS:
YOUR CLAIM IS - AMOUNT: 10745 TYPE: $
RDSWT GTEE APRIL 2013. 08-14, 22-30
rs5/6 <mark>B1</mark> 11 x 87
               = 957
                    - 705 earn -
                                 200 penalty = 52 @ 2.0664 = 107.45.
rs5/c <mark>Co</mark> 3 x 87 = 261 - 387 earn = 0.
total 107.45_
  ENTER=INQUIRE PF1=HELP PF3=EXIT PF5=UPDATE PF10=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.



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