



## 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	BI	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      NO
0210 1808 CO BUSINE 4HCOOCOT19EN 02/10-1508      NO
0211 0503 LOST WORK  RS 10      EN 02/10-1800      NO
0212 0539 LOST WORK  RS 10      EN 02/11-1800      NO
0212 1757 BOOK-ON   4HCOOCOT19EN 02/12-1457      NO
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 penalties**.

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  RS 15      B1 02/14-2300      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      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

\*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 %

DIST      SDIS

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

	100%	95%	90%	85%
Coquitlam to Revelstoke				
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

Calculations

	Assignment: Brakeman	Assignment: Conductor	Assignment: Engineer
13.	87 Daily Miles	87 Daily Miles	_____ Daily Miles
14.	8 x # of days assgnd	1 x # of days assgnd	_____ x # of days assgnd
16.	696 = Miles Entitlement	87 = Miles Entitlement	_____ = Miles Entitlement
17.	- 743 Deduct Miles Earned	- 137 Deduct Miles Earned	_____ Deduct Miles Earned
18.	- _____ Deduct Penalty	- _____ Deduct Penalty	_____ Deduct Penalty
22.	0 = Miles Claimed	0 = Miles Claimed	_____ = Miles Claimed
24.	137 Co	_____ x Rdswtr Rate	_____ x Rdswtr Rate
25.	134 B1	\$ _____ Total	\$ _____ Total
26.	137 B1	\$ _____ Total	\$ _____ Total
27.	122 B1	\$ _____ Total	\$ _____ Total
28.	112 B1	\$ _____ Total	\$ _____ Total
29.	128 B1	\$ _____ Total	\$ _____ Total
30.	110 B1	\$ _____ Total	\$ _____ Total
31.		\$ _____ TOTAL GUARANTEE CLAIMED	

\*\* 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.

Coquitlam to Revelstoke				
	100%	95%	90%	85%
EN	2.5250			
CO	2.2251	2.1709	2.0566	1.9423
BK	2.0664	1.9631	1.8598	1.7564

Dates Worked      Miles/Craft      DAYS IN MONTH:

1. . . . .  
 2. . . . .  
 3. . . . .  
 4. . . . .  
 5. . . . .  
 6. . . . .  
 7. . . . .  
 8. . . . .  
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 27. . . . .  
 28. . . . .  
 29. . . . .  
 30. . . . .

$30 = 87 \text{ daily rate}$   
 $28 = 87 \text{ daily rate}$   
 2600 (days in month) = daily rate

**Calculations**  
 =====  
 Assignment: **Brakeman**      Assignment: **Conductor**      Assignment: **Engineer**

	87	Daily Miles
	8	x # of days assgnd
	696	= Miles Entitlement
	- 382	Deduct Miles Earned
	- 100	Deduct Penalty
	= 214	= Miles Claimed
	\$ 2,066.4	x Rdswtr Rate
	\$ 442.20	Total

**TOTAL GUARANTEE CLAIMED**  
 \$ 442.20

\*\* 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
=====
JOB TYPE      : 77      JOB DESC: DUMMY JOB TYPE
CURRENT ASSIGNMENT: DISTRICT : 5M      SUB-DISTRICT: CD
ASN 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 BI 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  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.

**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
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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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29. . . . .				
30. . . . .				
31. . . . .				

**Calculations**

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

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

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