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 C0 02/28-1600
0228 1555 CALL AK21 RS C0 02/28-1600
0301 0542 TIE UP AK21 RS C0 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
                                     02/10-1809
                                                             NO.
     1508 COMMENTS
     1808 CO BUSINE 4HCOOCOT19EN 02/10-1508
                                                             NO.
          LOST
                WORK
                      RS 10
                                                             NO.
                                    02/10-1800
     0539 LOST
                WORK
                      RS 10
                                     02/11-1800
                                                             NΘ
                                 EN
          BOOK-ON
                      4HCOOCOT 19EN
                                    02/12-1457
                                                             NΘ
0212
     1909 CALL
                      RS10
                                 EN 02/12-1800
                                                             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.

*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	4HC00C0T09B1	02/14-1947	S O
0215 1214	LOST WORK	RS15 B1	02/14-2300 — Penalty	S O
0215 1423	BOOK-ON	4HC00C0T09B1	02/15-1123	S O
0215 2352	CALL	RS15 B1	02/15-2300	В0

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
                     RS<sub>6</sub>
0204 0131 DISPLACED 4HC00C0T17B1 02/03-2250 NOTIFY=Y
0204 0131
          NOTIFIED
                     4HC00C0T17B1 02/03-2231
                                                  Tie Up Time
0204 0132 SEN-MOVE
                     4HC00C0T21B1 02/03-2231
                                               MOVE TYPE= P NOTIFY=N
                                               DELETE QUALFN
0204
     1732
          MASTER RC
                                                                   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
                     RS 14
                                B1 02/04-2100
                                                     Penalty
                     RS14
                                B1 02/05-2100
0205 2157
          CALL
```

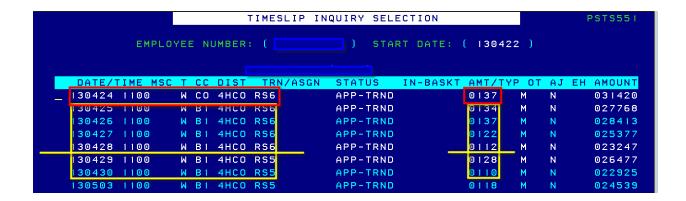
In this example the employee tied up their prior job at 2040 and booked 24 hours rest. They changed jobs and they lost work on new job due to extended rest. **This would incur a penalty of 100 miles for the job he lost work on**. (In this case RS14/B1)

*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.

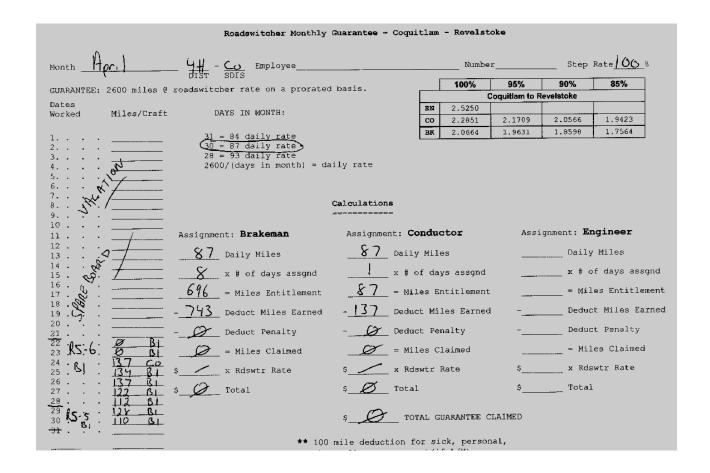
Determine miles earned: (using time slip inquiry)

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.

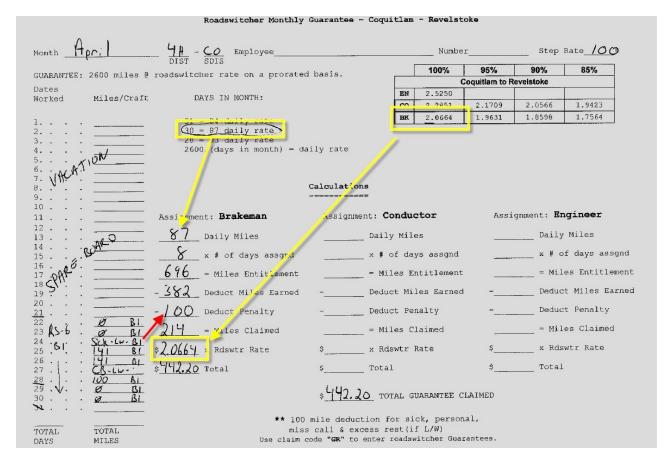


*In this instance the employee was set up as B1 on RS6 for week of April 22 – 28. Days off were 22-23 (counted as B1 days) and worked one day as conductor. So he/she would count 1 day as conductor and 6 as brakeman. After crew change was moved to Brakeman on RS-5 for April 29-30 and would count the last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

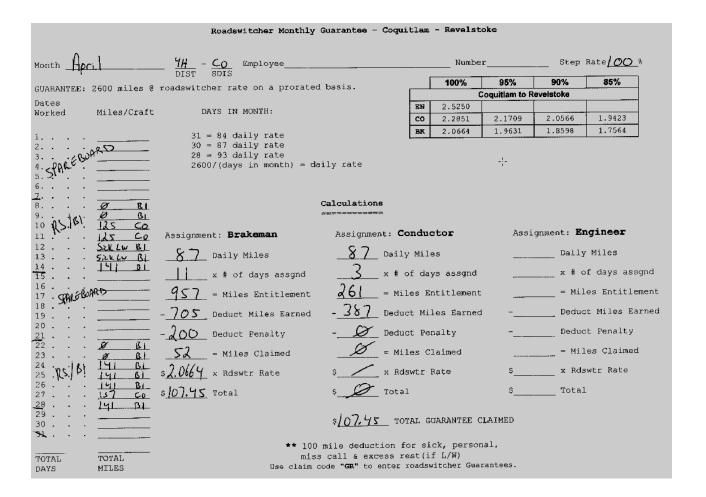
Entering the Claim:

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
      CURRENT ASSIGNMENT: DISTRICT : 5M
                                            SUB-DISTRICT: CD
                          ASSIGNMENT: YMBS02F0
         COPY CLAIM REQUESTED AMOUNT:
                                             ( $$$CC )
    THE EMPLOYEE WHO REPLACED YOU IS:
YOUR CLAIM IS - AMOUNT: 10745 TYPE: $
                                     REMARKS >>>
RDSWT GTEE APRIL 2013. 08-14, 22-30
rs5/6 B1
         11 \times 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
                             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.