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|-----------------|--|-------|-------------|---------|-----------|
|                 | February 3, 2022                       | TYPE: | Information | NUMBER: | LR-003-22 |
| <b>SUBJECT:</b> | Accuracy of Tie-Ups - Responsibilities |       |             |         |           |

## DETAILS

### Attention – All Canadian T&E Employees

#### Time Values in your Tie Up

All values entered into your CMA Tie-Ups must be accurate and conform to employee bulletins and instructions as issued from time to time. This includes all time values e.g. On Duty, Departure, Arrival, Off Duty, Work Began, Relieved Responsibility, Held Out, DH/Control, Personal Rest, etc.

Time values entered in your tie-up can affect your pay, board placement and availability. Your tie-up is also an integral part of federal Work/Rest regulation Hours of Service tracking.

Given the multi-faceted importance of your tie-up, you are required to enter your values accurately and in compliance with instructions.

#### Consequences of Non-Compliance

Unfortunately, in the last 24 months, 11 employees submitted their tie-ups with improper values in a manner that resulted in formal discipline. Investigations concluded that improper tie-ups warranted dismissal for two of these individuals.

The tie-ups of five additional employees are currently under investigation under similar circumstances.

#### \$80 Payments - Tie-Up & Stand Alone Claims

Entitlement to an \$80 payment is provided for under very specific conditions:

- NR code under Collective Agreement article 18.12, 18.13
- NG code under Collective Agreement article 18.17
- G8 code only under specific agreement e.g. Extended Service Run (ESR) Agreement.

Once all values have been entered into your tie-up:

- a. If your tie-up generated an \$80 payment but you are not entitled to it under the circumstances:
  - i. You must check and correct your tie-up to ensure all values entered are accurate.
  - ii. If this does not work, send an e-mail to the Audit Specialist (e-mails below).
- b. If CMA does not generate an \$80 payment and you believe agreement provisions entitle you to it, you must check your tie-up to ensure all values entered are accurate – **do not alter accurate values in your tie-up in order to generate a payment.**

Speak to your Manager in case you missed something or misunderstood agreement provisions.

After speaking with your manager, if you still believe you are entitled to payment, submit an Interpretive (IP) claim in the IP System.

Reference bulletins as needed e.g.:

- LR-001-22 - Adjusting Timeslips Reference
- LR-002-22 - Tie Up Scenarios Involving Over 10 Hours

## **Essential Rules and Principles under the Honour System**

### **Foundational Principles**

Under the Honour System of Pay **you are your own Timekeeper** and must adhere to all policies and procedures within the Honour System Manual and Honour System bulletins that are issued from time to time. **It is your responsibility to enter the claim correctly, when you tie-up.**

Under the Honour System (in place since 2001) the accuracy of your wage claims, whether you personally entered them or not, is your responsibility. All claims associated to you are your sole responsibility even if submitted by a fellow employee on your behalf.

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

### **IP (Interpretive) Claims**

Claiming that you believed that your claim would be reviewed and corrected for you 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.

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

### **Previously Declined Claims**

It is not acceptable to re-submit an IP claim with remarks that it was previously declined by an Audit Specialist. In addition, subsequent submissions of previously declined claims of the same type are also inappropriate. Either can result in a formal investigation and discipline.

If you disagree with the Audit Specialist’s decision on an IP or any other claim and you wish to advance a formal dispute, you may submit a grievance (refer to your Collective Agreement on how to properly submit a grievance).

### Improper Use of Remarks

Remarks you add to your wage submissions are to explain and justify the wage submission type and amount you have entered. There should be no contradiction or ambiguity between the claim and the remarks you include with it.

The CMA Claim Module is not a messaging platform. It is a payroll tool that you use to pay yourself. 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 check or adjust your claim will not reduce your responsibility

Employees are reminded of the following instructions within the Honour System Manual:

From the Adjusting Timeslips Section:

*“IMPORTANT:*

*Comments such as “please adjust” within a timeslip **WILL NOT** route your ticket to an Audit Specialist for Review and it will not be considered an appropriate and justifiable manner with which to communicate a discrepancy in your wage claim.”*

Remarks that do not comply with these instructions will not reduce your responsibility for making an improper wage submission.

From the Audit Procedure / If You Disagree section:

*“If you disagree with the Audit Specialist’s decision, you may submit a grievance. Refer to your Collective Agreement on how to properly submit a grievance.”*

It is not an acceptable defense to claim you did not have or were not familiar with the Honour System Manual. You must know and apply its contents.

LR Audit Specialist E-mails:

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Labour Relations

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