

	March 24, 2022	TYPE:	Information	NUMBER:	LR-004-22
SUBJECT:	Proper Tie Up - Combination Service and/or when a Turn Point involved in Non-				
	Fixed Service – Re-Issue				

### **DETAILS**

# <u>Attention – Canadian TCRC T&E Employees</u>

When in Combination Service and/or when a Turn Point is involved in Non-Fixed Service tie-ups in CMA, employees must comply with this bulletin.

### **Summary:**

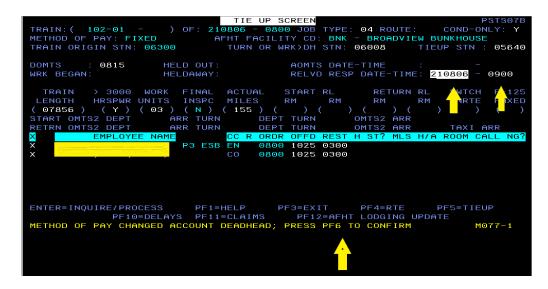
- A) Station Number of the nearest station must be entered in the "TURN OR WORK>DH STN" field
- B) Specific Employee Remarks must be included using format indicated in the Details section of this bulletin
- C) Run Miles field must be updated on Secondary Tie-Up Screen to reflect actual miles operating your train

#### **Details:**

A) Enter the Station Number of the <u>nearest</u> station in the "TURN OR WORK>DH STN" field to indicate where you were actually relieved, where you began work or where you were turned (in the case of working to and from the turn point).

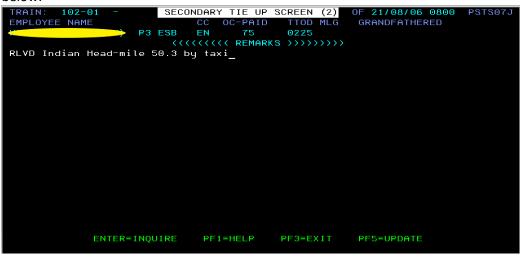
```
TIE UP SCREEN
306 - 0800 JOB TYPE: 04 ROUTE:
                         ) OF:
                               210806
                                                                         COND-ONLY:
TRAIN: ( 102-01
METHOD OF PAY: FIXED
                                AFHT FACILITY CD: BNK - BROADVIEW BUNKHOUSE
TRAIN ORIGIN STN: 06300
                                  TURN OR WRK>DH STN: 06008
                                                                     TIEUP STN : 05640
                       HELD OUT:
                                              AOMTS DATE-
            0815
                                              RELVD RESP D
                                                              E-TIME: 210806 - 0900
  TRAIN
                                                                           SWTCH
           HRSPWR UNITS
                           INSPC
                        ARR TURN
                                      DEPT TURN OMTS2 ARR TAXI ARR
R ORDR OFFD REST H ST? MLS H/A ROOM CALL
                           P3 ESB EN
                                        0800 1025 0300
                                        0800 <u>1</u>025 0300
                                                           PF4=RTE
              PF10=DELAYS
                                                PF12=AFHT LODGING UPDATE
INVALID FUNCTION KEY
                                                                               1006-1
```

In this example the RLVD RESP DATE-TIME entered will relate to Station 06008 i.e. where this crew was relieved:



- B) Employee Remarks must be added. Include:
  - a. Station Name where you were relieved, where you began work (or both)
  - b. Station Name where you were turned (in the case of working both ways) followed by
  - c. Specific mileage point(s) relating to the indicated Stations Names
  - d. Mode of transportation utilized

See below:



Examples of Employee Remarks in correct format i.e. first cite the **<Event Type>** (RLVD, Work Began, Turned) followed by **<Location Name>** followed by a hyphen followed by **<Mileage Point of Location>** followed by **<Mode of Transportation>** (when applicable).

Example 1: RLVD Indian Head-mile 61.3 Hallcon Taxi

Example 2: Work Began Indian Head-mile 61.3 Hallcon Taxi

Example 3: Work Began Indian Head-mile 61.3 RLVD Sintaluta-mile 38.3 Trainmaster Smith

Example 4: Turned Indian Head-mile 61.3

Note: in the case of example #4, the crew worked in both directions to and from the turn point, therefore, there is no WORK BEGAN or RLVD RESP time.

D) Run Miles field must be updated on Secondary Tie-Up Screen to reflect actual miles operating your train.

## **Reminder:**

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

All claims associated to you are your sole responsibility. You are your own timekeeper.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately. Refer to your Honour System Manual and applicable Bulletins for proper claim submission.

It is not an acceptable defense to claim you did not have or were not familiar with this instruction or the Honour System 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.

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

Labour Relations T&E Payroll Audit Canadian Pacific