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|-----------------|--|-------|-------------|---------|-----------|
|                 | September 28, 2022                     | TYPE: | Information | NUMBER: | LR-016-22 |
| <b>SUBJECT:</b> | <b>Training and Trainer Allowances</b> |       |             |         |           |

## DETAILS

### **Attention – Canadian TCRC Represented T&E Employees**

Please note that the following conditions apply to training/trainer amounts as per 1.08 and 1.22 of the Consolidated Collective Agreement:

- Only one training ticket per trainer per tour of duty is payable even if there are two trainees.
- Only one C2 claim may be submitted per crew. If both trainers are qualified coaches, one will submit a C2 claim and the other will submit a TT claim. This applies even when there are two trainees.
- Time-based claims (TE and C2) must be entered on the working ticket to pick up the proper rate of the trip. If entered as a standalone claim, the ticket will generate at the rate of the job owned rather than the job worked.

**The appended job aid may assist when submitting trainer and training tickets.**

**TT** claims are for Conductors / Yard Foremen or Trainmen / Yardmen who have not completed the Coaching Clinic. Trainers may enter \$20.60 (CO or FO) or \$13.39 (BK or SW) on a stand-alone claim or on the working ticket. The trainee's name must be included under remarks.

**C2** claims are for Conductors / Yard Foremen or Trainmen / Yardmen who have completed the Coaching Clinic. Trainers must claim 2 hours on the working ticket and must include the trainee's name under remarks.

**TE** claims are for Engineers who are familiarizing a qualified engineer or training an engineer trainee. Trainers must claim 2 hours on the working ticket and must include the trainee's name under remarks.

**TY** claims are for newly-hired conductors while they are in the training program. They are to be entered by the employee 7 days a week until he/she is qualified. Always check your timeslip afterwards to ensure claims have the correct amounts and no duplicate dates have been entered. **DO NOT** enter claims for dates that you are unavailable for work such as off sick, personal, EDO, or injured status.

**ET** claims are for employees in the Engineer Training program. They are to be entered by the employee 7 days a week until he/she is qualified. Always check your timeslip afterwards to ensure claims have correct amounts and no duplicate dates have been entered. **DO NOT** enter claims for dates that you are unavailable for work such as off sick, personal, EDO, or injured status.

For further reference please see Honour System Manual re-issued July 22nd, 2022 (Bulletin: LR-014-22).

**Important Note:** You are your own timekeeper and therefore responsible for your timeslips (even if submitted by a fellow employee). You must make every effort to understand and correctly apply the Collective Agreement, Method of Pay and Local Agreements in effect.

Labour Relations  
T&E Payroll Audit  
**Canadian Pacific**