

	<b>December 22, 2022</b>	<b>TYPE:</b>	<b>Information</b>	<b>NUMBER:</b>	<b>LR-024-22</b>
<b>SUBJECT:</b>	<b>Payment For Online Training</b>				

## DETAILS:

### Attention – All Canadian (TCRC) T&E Employees

As per Appendix 15 of the 2022 MOS, employees will be required to perform 8 hours of training online during their off duty hours each calendar year. Once all of the required courses are complete, employees can submit a stand alone “TO” claim in CMA for ten hours.

Detailed remarks must be entered with the **TO** claim, and will need to include the following:

- All required online training complete as per 2022 MOS
- Dates courses were completed.

2022 required online training courses – (Subject to change)

- 1860.6 - Rail Security Training
- 2360.20 - Code of Business Ethics
- 3119.4 - Alcohol & Drugs in the Workplace
- 2963.1 - Alcohol & Drug Assistance through Company Officer & Co-Worker Reporting
- 3528.1 - CP Cyber Safe Training
- 1841.5 - Employee Rights & Responsibilities
- 835.4 - Crew Resource Management
- 3372.1 - Workplace Awareness & Accountability Training – Addressing Discrimination, Harassment & Violence
- 1709.1 - Ergonomics Awareness
- 3519.1 – Fatigue Management Training

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted as instructed and accurately.

You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

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**