

# Cicero Claims Book

CICERO



0620

# SMART-TD Local 0620 Cicero

*Please leave hard copies of Claim Book in tie-up rooms .*

If you would like a copy please email: [awbsmart620@gmail.com](mailto:awbsmart620@gmail.com) and you'll be sent a pdf you can keep on your phone's home screen or print a copy for your grip. Please send any corrections, suggestions and edits to the same email address.

**Local 620 meetings are held on the 3<sup>rd</sup> Thursday of every month at 7:30 PM  
VFW Hall Brookfield  
8844 Ogden Ave. Brookfield, Il. 60513**

# Cicero 0620 Claim Book

This Claim Book should be used as a guide to better help the members of Cicero SMART-TD 0620 get their claims approved and paid in a timely manner. The language used in the examples are what we feel gives you the best chance of getting your claims paid whether that be at a local level, in claims conference or in arbitration. This is in no way a guarantee that your claims will get paid but the templates provided herein give us the best chance of fighting for their approval.

# Cicero 0620 Claim Book

- Claims should be submitted in a timely manner. By Agreement, you have to file in 60 days of of said claim.
- The language in your claim should be detailed and factual. The language used in the examples provided are what we believe gives you the best chance in getting your claim paid in a timely manner and, if denied, gives us a chance in local Claims Conference or our General Committee in arbitration to get your claims paid.
- Important to copy and keep documentation that supports your claim: copies of board sheets, Daily Mark bid sheet, Call Sheets, etc. **Note:** General Chairman requires copy of 816 from pay period of denial. Drop off paperwork in 620 mailbox located in Ceco Crewroom and keep copies for yourself. This is in addition to electronically sending it to 620 Local Chairman thru the 505 process in the decline portion of the tie up screen. Local Chairman will not research or print Board sheets. That is claimants responsibility.
- East End Tower keeps copies of board sheets from every shift for three months.

# Life of your Claim

## Claim Submission Requirements

Claims can be submitted by employees three ways:

1. The employee can make a claim for an arbitrary payment as part of their regular trip ticket.
  2. The employee can submit a special claim on a stand-alone ticket (1B), outlining the particular facts and the reasoning for the special claim.
  3. The local chairperson can submit a claim on the employee's behalf.
- A claim must be submitted within **60 days** of the date the incident took place. Claims submitted beyond 60 days of the occurrence are considered outside of the Collective Bargaining Agreement time limits and are therefore invalid. The first day following the incident is the date the 60-day time period begins.

Once a claim is submitted, the default evaluation is that the ticket is valid and payable. Accordingly, the claim ticket is considered payable until otherwise disputed by the First Line Supervisor or Comp Systems. The Daily Arbitrary Report (DAR or 41 Report) gives the FLS an opportunity to approve or dispute the payment requested by the employee. Proper and timely payment is dependent upon the information provided by both the employee and the FLS. Therefore, claims should be detailed, insightful and factual.

Upon tie-up, TY&E employees electronically send claim tickets to TY&E Compensation Systems in Topeka KS. In accordance with the Collective Bargaining Agreement (CBA), the claims must be paid or declined within 60 days of submission. Claim Specialists evaluate the merit of the tickets based on all information provided. The claim specialist will review both employee comments and supervisor comments provided in the DAR/41 Report.

# Life of your claim continued

If local Supervisor approves the claim and is consistent with Labor Relations interpretation of the CBA, the claim will be either forwarded to the Finance & Payroll team for payment on the employees next scheduled pay date, or a declination of the ticket will be electronically sent back to the employee. The employee then has the option to accept the declination as final or forward the declination to his local chairman to request an appeal.

Claims that are declined begin a shelf life of sixty days from the date of the decline. The local chairman has 60 days to appeal the declination and request a conference with the local supervisor to discuss the merit of the claims.

- Once a claim has been denied it can be submitted for a conference by the local SMART-TD representative.
- Each claim is again reviewed and discussed for merit at the claims conference.
- In order to properly evaluate a claim, understanding the burden and standards of proof required is crucial during claim conference discussion. Generally, the moving party (presenter of the claim) is required to provide all of the information necessary to support the claim. In other words, if the BNSF alleges a rule violation occurred, such as in a discipline case, then the company is required to carry the burden of proof. Conversely, if your Local Chairman alleges that BNSF violated their agreement, then the burden is entirely upon your union rep to provide facts and proof that the violation occurred. This is why it is imperative that when filling out claims, we use consistent and concise language, sparing no detail, and backing claim up with board sheets, bid sheets, call sheets etc.

# Life of your claim continued

- What Happens to Claims Denied in Local Conference?
- When a claim cannot be resolved during a local conference, the local representative will usually forward the claim to the General Chairman for review. If the General Chairman determines that there is reason for further discussion of the merits, the claim will be added to a docket for an informal conference with the designated Labor Relations professional. During these informal conferences the parties discuss the claim using the initial time tickets and any subsequent appeal tickets, as well as any additional factual information that may have been obtained. Any claims settled in the informal setting that require payment are processed in the same manner as those paid in a local conference. If a claim is not resolved during the informal process the General Chairman may decide to progress the issue to formal handling.
- Under formal handling, the General Chairman is required by the Railway Labor Act to appeal a claim in writing to BNSF's highest designated claims officer. The General Chairman will advise BNSF of the pertinent facts of the case as well as outline the agreement basis for filing the appeal. If BNSF is still not agreeable to paying the claim, Labor Relations will respond in writing with the reasons for disallowing the claim. Once BNSF's highest designated officer has denied the claim, the parties must discuss the claim in a formal conference (as required under the Railway Labor Act), and if the issue is still unresolved it may be progressed to arbitration by either party.
- The formal handling of a dispute can take months or several years depending on the specifics of the case. A case that may impact all TY&E employees on BNSF will likely be pushed quickly to the arbitration phase; whereas a claim with limited affect on employees or work processes may take as much as three to five years to get to arbitration.

# CA Codes Claimable in Yard Service

The following codes will be entered when the employee ties up their ticket for on duty service.

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# FE (Further Explanation)

This code is used to further explain a claim.

FE FURTHER EXPLANATION

USE FE TO FURTHER EXPLAIN THE CIRCUMSTANCES THAT SUPPORT YOUR CLAIM

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# IF (I Forgot)

This code is used if you forget to enter a claim code on a previously tied up ticket.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Ticket number for the intended code
- Date of intended code
- Code number
- Explanation of code

## IF I FORGOT

Ticket # FY1234

Date of claim 010117

C/A Code 22

Optional PLEASE EXPLAIN, IN AS MUCH DETAIL AS YOU CAN,

Optional THE CIRCUMSTANCES THAT SUPPORT YOUR PENALTY

Optional CLAIM.

# AN (Assignment Annulled)

This code is used when a regularly assigned job is held in and not worked on an assigned day of operation. It may not be used for holiday annulments for jobs that are assigned to 100 miles or less

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

AN ASSIGNMENT ANNULLED

Reg Job # YCHC123102A

Date of claim 010217

Miles 100.0

# AO (Call and Release – After on duty)

This code is used to pay those employees who are called on duty, but then after their on duty time are released from service without departing the yard or completing the shift. All AO's in Cicero are a 100.0 Mi.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Miles: 100.00
- Job or Train ID
- Date of occurrence
- On duty/release time
- Location of release
- Authorized by: Trainmaster

## AO CALL AND RELEASE (AFTER ON DUTY)

Miles	<u>100.0</u>
Train #	<u>CHC 123</u>
On duty date	<u>010117</u>
On Time	<u>0700</u>
Released time	<u>0715</u>
Release Loc	<u>CICERO</u>
Authorized by	<u>TRAINMASTER</u>

# CC (Cab Condition)

This code is used when cab condition requirements for a lead engine are not met. Yard employees are entitled to this if they are on a transfer, industry, or interchange job. These requirements include, but are not limited to:

- Heat
- Cooling fridge
- Water
- Sanitary toilets
- Lighting
- Writing surface/desk

Defect must be verified as reported prior to departure of the train, unless defect is of a nature that would not have been apparent prior to departure such as rain coming through the windshield at track speed.

IMPORTANT: Call the **VTR (800) 327-3230** to report the cab condition defect. Note the time when you have done this and list it on your delay report.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Engine number
- Time reported to VTR
- Reported to: Fort Worth VTR
- Who rode car: N/A or Crew
- Beginning./ending MP

## CC ENGINE CONDITION

```
Unit ID & Number  CSXT 123          Begin Mile Post  8.0
Time Reported    1500          End Mile Post   25.00
Reported To     FT. WORTH VTR
Who Rode Car?   N/A
                Transfer/Interchange/Industry service? Y
                Did you report to VTR? Y
```

The following are **NOT** valid CC claims:

**No crew packs available, Cracked Windshield/Broken wiper blades, broken armrests/chairs, no seat boxes/luggage racks.**

Please select a valid category:

- \_ Refrigerator
- \_ Toilet
- \_ Cab Seals
- \_ Desk/light

# CC (Cab Condition) continued

## Yard Crews claiming a Cab Condition

Requirements for a yard job to receive a Cab Condition claim:

- Transfer, industry or Interchange job
- Crew traveled more than 4.5 Mi in defective locomotive
- The Claimant must notify the VRU, documenting the problem **VTR (800) 327-3230**
- Crew has a Cab Condition defect as outlined below

*If not a transfer job:* crew must notify TM or YM of a failure i.e.-toilet won't flush, bad water cooler, weather stripping, etc., and they elected not to repair defect and told you to continue with your work as is- claim is valid. Document who told you to continue working with Cab Defect, date & time.

Note: Crew can only claim a HO or a CC, they can not claim both.

## Cool Potable Water

- This requirement only pertains to having cool drinking water, and does not mandate that food stay cool. The claimant must state what is wrong with the mechanical refrigerator as the agreement does not support missing shelves or a burned out light

# CC (Cab Condition) continued

## Sanitary Toilet

- The claimant must state what is wrong with the toilet-what made it stink or became filthy (waste on floor because toilet would not flush etc.). Terms such as B/O Toilet or Toilet stinks are objective and will be denied. Be thorough and precise and explain what caused the defect and the unsanitary conditions that resulted

## Mounted Writing Surface

- New comfort cabs have built in desks and do not require anything further in terms of writing surfaces. Most older, non-comfort cab former BN locomotives have a folding desk that needs to be in working order

## Conductor Light

- Adequate (Directional) Lighting
- Map lights or other directional lights (dome light with shade to only distribute light on one half of the locomotive cab) are required on former BN units.

## Cab Seals

- When crews claim BO weather-stripping there are a number of things that need to be included by the crew in their claim:
  - They need to indicate what the weather was.
  - They need to indicate what adverse condition happened inside the cab because of the missing weather-stripping (Legs became wet, etc. Adverse cold is defined as under 50 degrees and no limit to heat).
  - They also need to indicate specifically where in the cab the weather-stripping was deficient - so the mechanical forces will know where to look to correct the problem.

# CW (Cleaning Engine Windows)

This code is used when you need to clean the lead motor's windows due to lack of maintenance.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Mileage: 25 miles
- Engine number
- Start/end time of cleaning
- Authorized by: Agreement

```
CW CLEANING OILY AND/OR GREASY WINDOWS
      Miles 25.00
Unit ID & Number BNSF 1234
      Begin Time 1000
      End Time 1115
      Authorized by AGREEMENT
```



# DS (Held Over Double)

This code will be used when you work a yard job and double into that job's next shift (Ex: you work first shift CHC141 and double to second shift CHC241).

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Mileage: 50 miles
- Prior job worked
- On/off duty times

```
DS OVERTIME ACCT DOUBLING-HELD OVER TO W
      Miles 50.00
      Prior Job YCHC123101A
      On Duty Time 0700
      Off duty time 1500
      Comments EXPLAIN THE CIRCUMSTANCES OF YOUR DS CODE
      Comments _____
```

# HO (Hanging on Side of Car)

This code is used when an employee rides a car on the main line for more than 1 mile of a continuous shove movement. Only transfer, industry, and interchange yard jobs can use this code; this code can also apply to road crews. The penalty will be allowed to each member of the ground service crew, regardless of which members actually protect the shove.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Car number of car you rode
- Beginning/ending mile posts of the ride (must be a mile or more)
- Authorizing supervisor
- Move Continuous: Yes
- Who rode: Crew

HO HANGING ONTO SIDE OF CAR.

Car # Hung Onto DTTX 123456

Begin Mile Post 8.0

End Mile Post 9.0

Instructed by YM/TM

Move Continuous? YES

Who Rode Car? CREW

# MR (Mileage)

This code is used when you drive to a different terminal other than your home one for an on duty call/training requirement.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Miles driven (29.00 one way, 58.00 round trip)
- Start/end locations
- On duty date
- Departure/arrival times
- Reason for mileage
- Instructed by: Agreement

## MR MILEAGE REIMBURSEMENT.

```
Miles 58.00
Start Location CICERO
End Location CICERO
On duty date 010117
Depart Time 0700
Ending Date 010117
Arr Time at Loc 0900
Reason for MR DROVE TO ANOTHER TERMINAL
Instructed by AGREEMENT
Optional DROVE FROM MY HOME TERMINAL CICERO TO
Optional AURORA TERMINAL TO TAKE MANDATROY
Optional AMTRAK/SUBURBAN SERVICES TEST
```

# MR Mileage Reimbursement

MR Mileage Reimbursement- This is to be added on a working ticket.

Example: when you drive to another terminal to take a test, investigation, safety meeting etc.

29.00 Mi one way or 58.00 Mi round trip

## MR MILEAGE REIMBURSEMENT.

Miles 29.00  
Start Location CICERO  
End Location AUROIL  
On duty date 010117  
Depart Time 0600  
Ending Date 010117  
Arr Time at Loc 0800  
Reason for MR AMTARK/CHC SUBURBAN TESTING  
Instructed by AGREEMENT  
Optional DROVE FROM MY HOME TERMINAL CICERO 00007 TO AUROIL  
Optional 00037 TO TAKE MANDATROY AMTRAK/CHC SUBURBAN  
Optional PASSENGER OPERATIONS WBT.

## MR MILEAGE REIMBURSEMENT.

Miles 29.00  
Start Location CICERO  
End Location CHICAG  
On duty date 010117  
Depart Time 0600  
Ending Date 010117  
Arr Time at Loc 0800  
Reason for MR MANDATORY YEAR B TEST  
Instructed by AGREEMENT  
Optional DROVE FROM MY HOME TERMINAL CICERO 00007 TO CHICAG  
Optional 66000 (CORWITH) TO TAKE MANDATORY YEAR B TEST

# 11 (Double in Yard)

This code is used when you have two yard job starts within 22 ½ hours. (Ex: You work second shift CHC241 and the next day are on Cicero Extra Board 56, rested and backfill the CHC811).

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Prior job worked
- Prior job on duty date/time
- Mileage: 50 miles

```
11 DOUBLING IN YARD SERVICE
      Prior Job   CHC 123
On duty date   032217
On Duty Time   0700
              Miles 50.00
```

# 21 (Rest Day Claim)

This code is used when you have worked 5 yard starts in your regular work week and are called into work on your assigned off day. You will be paid 50 Mi.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Mileage: 50 miles

```
21 Rest Day Claims for Overtime
Miles 50.00
```

# Lunch Penalty Times

Please use the following as a guide to help determine lunch times and when a penalty occurs.

ON DUTY	DUE	LATE	DUE	LATE
0630	1100	1210	1700	1830
0700	1130	1240	1730	1900
0730	1200	1300	1800	1930
0755	1225	1335	1825	1955
1430	1900	2010	0100	0230
1500	1930	2040	0130	0300
1530	2000	2110	0200	0330
1555	2025	2135	0225	0355
2230	0300	0410	0900	1030
2300	0330	0440	0930	1100
2330	0400	0510	1000	1130
2355	0425	0535	1025	1155

If your first lunch starts after the time listed in the late column, you are entitled to a Code 22 which is a 20 minute penalty paid at the overtime rate 6.3 miles. You are due a second lunch after 4 ½ of the completion of your 1<sup>st</sup> lunch OR 10 ½ hours on duty. If you started your 2<sup>nd</sup> lunch after 11' 41" on duty, you are entitled to a Code 22 6.3 late 2<sup>nd</sup> lunch. No lunch in 8 hours of duty is a 50.00 miles penalty.

# 22 (Meal Period Yard Claim)

This code is used when a yard crew did not observe a meal period or observes a meal period outside the prescribed parameters. Yard crews will observe an undisturbed 20" meal period between 4'30" and 5'40" from the on duty time and the meal is to be completed by the 6<sup>th</sup> hour. If a late lunch is given, 6.3 miles will be paid for the claim. *If a lunch is not observed by 7'40", then a no lunch is given and 50.00 miles will be paid.*

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Time you began/ended lunch
- Authorized by: Agreement

22 MEAL PERIOD YARD CLAIM

How many meals did you observe (0,1,2)? 1

Fr Tm 1300

To Time 1320

Authorized by AGREEMENT

22 MEAL PERIOD YARD CLAIM

How many meals did you observe (0,1,2)? 2

Fr Tm 1230

To Time 1250

Fr Tm 1841

To Time 1901

Authorized by AGREEMENT

22 MEAL PERIOD YARD CLAIM

How many meals did you observe (0,1,2)? 0

Authorized by AGREEMENT



# 32 (Special Allowance for Reduced Crew)

This code is used when crews are working with less than a full crew consist as defined by the crew consist agreements. In the yard, a reduced crew is an Engineer, Foreman and Helper only. When working a Utility Job, an employee will enter this code and language.

12.5 mi.

When working the 511U or 512U, Enter code 32 and this language.

12.5 mi.

Must use train ID's for claim to be paid i.e.- CHC250, CHC253, CHC251, Metra- 1228, 1236, 1242 etc.

```
32 SPECIAL ALLOWANCE FOR REDUCED CREW.  
Optional ATTACHED TO (ADD YARD CREWS)
```

```
32 SPECIAL ALLOWANCE FOR REDUCED CREW.  
Optional ATTACHED TO METRA TRAINS
```

# 34 (Handling ETD)

This code is used when you hang a marker on an outbound train. You will be paid 25.00 Mi.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- ETD number
- Car ETD was attached to
- Location ETD was hung
- Authorized by: Agreement

34 PLACING OR REMOVING ETD/ETM.

ETD/HTD 12345

Track/Car # DTTX 654321

Location CICERO

Authorized by AGREEMENT

Did you Load/Unload after carman inspection? Y

Handled in connection with own assignment? Y

# 80 (Holiday Pay)

This code is used when an employee protects service on a holiday. It will pay one basic day at the rate of the last service performed. If an employee works a holiday, they will receive holiday pay plus time and a half.

Enter code during tie up screen process and fill out as shown. You will need to have the following information:

- Date of holiday
- Mileage: 100 miles

This code can also be entered in as a special 1B claim.

***Note: Employee must available the day before, day of and day after holiday. If on vacation, must protect day before and after vacation.***

80 HOLIDAY CLAIMS.

Miles 100.0

Date of claim 070417

- January 1- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- July 4- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24- Christmas Eve
- December 25- Christmas Day
- December 31- New Year's Eve

# CA Codes Claimable on a Special Claim

The following codes will be entered in the BNSF emulator option 15 > option 1 > option 1B

---

# 1B Special Claims

When filling out a 1B claim on the Emulator, you will first be directed to the Special Claim Category. After selecting the categories that support your 1B claim, you will come to the Special Claims Main Menu. When you reach this section, you will be entering your personal information and other basic information regarding the claim you are entering into the system. Populating this will always stay the same with a couple exceptions detailed later.

```
CTTP0010      Train, Engine and Yard Employee Timekeeping System   08/14/17
BNSF CICERO           Special Claims Main Menu                               16:44:59CT

Ticket Report  Date of      Input by  Basic Day/
Number  Date      Occurrence  LChm      Make Whole
      081417  010117           B      Date

                C R Oc R S Prev  Yard Job No/  Home  Occur
                O X Cd G D Worked Turn No      Term1 Statn
0123456  J Q  PUBLIC      B R 13 G Q _____ 00007 00007
```

1. Enter the date the claim occurred
2. Make Whole (M) or Basic Day (B)
3. Employee ID and press Enter
4. Name and CO will self populate
5. R or X (regular or Xtra Board)
6. OC CD (Occupation Code: 21 for Hostler, 13 for Foreman/Helper)
7. R G (Region)-G
8. S D (Subdivision)- Q
9. Home Terminal & Occurring Station  
00007

# AO (Call and Release – After on Duty)

This code is used to pay those employees who are called on duty, but then after their on duty time are released from service without departing the yard or completing the shift. You will need the following information:

- Mileage: 100.0
- On duty and released time
- Station (00007 = Cicero)
- Released by whom
- Assignment/job form which you were released

1. "S" →

**ACTIVATION/CALL AND RELEASE**

2. "S" →

**AO CALL AND RELEASE - AFTER ON DUTY**

3. →

```
On -----Released----- -----Regular Assignment-----  
Mls  Time Time Stnum By Whom (Chain Gang, Regular Train/Crew No)  
100.0 0700 0715 00007 TRAINMASTER REGULAR ASSIGNMENT OR N/A
```

Remarks (displaying lines - 01 thru 03)

ALLOW A BASIC DAY AS MY JOB WAS ANNULLED W/O MY PRIOR KNOWLEDGE. I ARRIVED AT MY ON DUTY LOCATION ON TIME AND INFORMED BY TRAINMASTER (NAME) THAT MY JOB WAS ANNULLED DUE TO (REASON). CALL/BOARD SHEETS HAVE BEEN MADE AVAILABLE TO LC.

# 78 (Interchange Violation)

This code is used when either a Yard or Transfer Job does anything in excess of straight setouts or pickups in a foreign yard.

The penalty for the violation is a basic day for entire crew. You will need the following information:

- Mileage: 100.0
- Location of violation (foreign yard)
- Car #'s/track #'s where cuts were made/shoved
- The more detailed the info the better.
- Put how long it took to perform switch moves. The shorter the better.

1. "S" →

**INTERCHANGE/CONDUCTOR ONLY**

2. "S" →

**78 INTERCHANGE VIOLATION**

3. →

Empl ID	F M Last Name	C R Oc R S Prev	Yard Job No/	Home	Occur
-----	-----	O X Cd G D Worked	Turn No	Terml	Statn Mls
0123456	J Q PUBLIC	B R 13 G Q		00007	00007 100.0

Remarks (displaying lines - 01 thru 08)

ALLOW A BASIC DAY AS THE CHC123 INCURRED A INTERCHANGE VIOLATION FOR SWITCHING IN A FOREIGN YARD. THE CHC123 WAS INSTRUCTED TO YARD TRAIN ON TRACK 12. WE DID NOT FIT/WERE INSTRUCTED TO MAKE A PREFERRED CUT BY THE CSX/BRC/NS YARDMASTER /TRAINMASTER. WE CUT, COUPLED AND SHOVED THE DTTX 123456 ONTO TRACK 17. ENTIRE SWITCH MOVE(S) WERE COMPLETED IN APPROXIMATELY 12 MINUTES.

COPIES OF PAPERWORK HAVE BEEN MADE AVAILABLE TO LOCAL CHAIRMAN AND MANAGEMENT

# CT (CBT- Classroom Based Training)

This code is used when you attend training that is classroom based and instructor led. In this first example, the employee enters information had they completed their Amtrak/Suburban Operations Testing training in Aurol at Hill Yard.

1. "S" →

**\_ RULES/CBT/ILT TRAINING**

2. "S" the class you attended →

**CT YEAR A TRAINING/NETSIM**  
**CT YEAR B TRAINING**  
**CT COND/ENG/HOSTLER/RCO RECERT**  
**CT CANADIAN YEAR A TRAINING**  
**CT CANADIAN YEAR B TRAINING**  
**TE AMTRAK/PASSENGER EXAM**  
**ST KUBOTA TRAINING**  
**ER ENGINEER RETRAINING AT JCCC (KC)**  
**DR DECERTIFICATION RETRAINING AT JCCC (KC)**  
**TE PTC (POSITIVE TRAIN CONTROL) TRAINING**



# CT continued

```
Layoff Event Selection
S - Select a Layoff Event below and hit <Enter>
Date of Occurrence:

Layoff  Layoff  Layoff  Markup  Markup
Code    Date    Time    Date    Time
= CBT    042817  07:17   042917  23:59
```

← 3. "S" for the CBT with the correct layoff and markup time

4. In this example, the employee was able to enter a Make Whole ticket since they missed work and could have held a job that day. If Make Whole matches employee Enter S. If not, enter D and manually enter Make Whole info on next screen. →

```
Emp ID: 0110171  Layoff Span: 04/28/17 0717 To 04/29/17 2359  CA Code: TE
Layoff Cd: CBT  Layoff Reason: AMTRAK/PASSENGER EXAM
Stn CICERO Brd 55  DM Svc Type YP Stn3  Job/Pos  Occ 13 Agrm CBQ

My Working Trips (displaying lines - 01 thru 02)
Act Empl Name Job Train ID On Dt/Time Off Dt/Time

Trips to be Made Whole To (displaying lines - 01 thru 06)
Act Empl Name Job Train ID On Dt/Time Off Dt/Time
d EMPLOYEE NAME CHC553K 13 Y CHC5531 28A 042817 2230 042917 0607
d EMPLOYEE NAME CHC553K 13 Y CHC5531 29A 042917 2230 043017 0600
```

# CT continued

Name BURRIS, A W

TE EXTENDED TRAINING.

Start Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Date \_\_\_\_\_ End Time \_\_\_\_\_

←5. Populate start times, date and make sure its 8 hours

6. Populate remarks with info that pertains to your Make Whole/Basic Day claim in regards to what CBT you took. →

Ticket Number	Report Date	Date of Occurrence	Input by LChm	Basic Day/Make Whole	M Date	C R Oc R S Prev	Yard Job No/	Home Occur
	081117	042917						
Empl ID	F M Last Name	O X Cd G D	Worked	Turn No	Term1	Statn	Mls	
0123456	J Q PUBLIC	B R 13 G Q			00007	00037	0.0	

Remarks (displaying lines - 01 thru 08)

PLEASE ALLOW A BASIC DAY/MAKE WHOLE FOR COMPLETING MY MANDATORY METRA PASSENGER & AMTRAK TEST @ AUROIL HILLSIDE YARD.

**Note:** When doing a Make Whole claim, job must be on your Bid Sheet and you would have to of been rested for job you are claiming.

# CBT Compensation

## Daily Mark Employee-

- Prior to due date: If the employee passes the test prior to the scheduled date without losing time then due code TI - \$225.00.
- On due date: Paid lost wages based on the job worked the previous day.
- After due date: No allowance will be paid.
- 2nd attempt due to failure :No allowance will be paid.

## Hostlers-

- Prior to due date: If the employee passes the test prior to the scheduled date without losing time then due code TI - \$225.00.
- On due date: pay per agreement (4 hours, basic day or make whole)
- After due date: no allowance will be paid.
- 2nd attempt due to failure: no allowance will be paid

Note:

Required passing score for Hostler Triennial Test: **80%** Yardmen/Brakemen Biennial: **70%**

# TI (Web Based Training)

This code is used when an employee needs to miss work in order to complete web based training on their own time.

1. "S" →

```
RULES/CBT/ILT TRAINING
```

2. "S" the training that applies to you →

```
CT YEAR A TRAINING/NETSIM
CT YEAR B TRAINING
CT COND/ENG/HOSTLER/RCO RECERT
CT CANADIAN YEAR A TRAINING
CT CANADIAN YEAR B TRAINING
TE AMTRAK/PASSENGER EXAM
ST KUBOTA TRAINING
ER ENGINEER RETRAINING AT JCCC (KC)
DR DECERTIFICATION RETRAINING AT JCCC (KC)
TE PTC (POSITIVE TRAIN CONTROL) TRAINING
```

3. →

Layoff Event Selection				
S - Select a Layoff Event below and hit <Enter>				
Date of Occurrence:				
Layoff Code	Layoff Date	Layoff Time	Markup Date	Markup Time
= CBT	042817	07:17	042917	23:59

# TI continued

```
My Working Trips (displaying lines - 01 thru 02)
Act  Empl Name      Job      Train ID      On Dt/Time      Off Dt/Time

Trips to be Made Whole To (displaying lines - 01 thru 06)
Act  Empl Name      Job      Train ID      On Dt/Time      Off Dt/Time
d  EMPLOYEE NAME  CHC553K 13  Y CHC5531 28A  042817 2230  042917 0607
d  EMPLOYEE NAME  CHC553K 13  Y CHC5531 29A  042917 2230  043017 0600
```

```
TE EXTENDED TRAINING.

Start Date _____ Start Time _____ End Date _____ End Time _____
```

Select employee for Make Whole. If Make Whole is not found, enter D for Delete in ACT and proceed to next screen

If Make Whole matches employee, enter S. If not, enter D and manually enter Make Whole info on next screen.

Populate date and start time and make sure its for 8 hours

**Note:** When doing a Make Whole claim, job must be on your Bid Sheet and you would have to of been rested for job you are claiming.

# MR Mileage Reimbursement as a 1B

## MR Mileage claim as a 1B

- 29.0 Mi one way
- 58.0 MI round trip

Ticket Number	Report Date	Date of Occurrence	Input by LChm	Basic Day/Make Whole B Date	CA Code	MR			
081317	010117			B					
Empl ID	F M Last Name	O X Cd	G D	Worked	Turn No	Home	Occur	Terml	Statn
0123456	J Q PUBLIC	B R	13	G Q		00007	00037		

Allow Auto Mileage From 00007 To 00037 for 29.00 Miles.  
00037 00007

Please input Instructed by and Company Business Reason in following remarks.

Instructed by: AGREEMENT  
Company business reason: DROVE FROM MY HOME TERMINAL CICERO TO AUROIL HILLSIDE 00037 TO TAKE MANDATORY AMTRAK/CHICAGO SUBURBAN PASSENGER OPERATIONS WBT.

Ticket Number	Report Date	Date of Occurrence	Input by LChm	Basic Day/Make Whole B Date	CA Code	MR			
081317	010117			B					
Empl ID	F M Last Name	O X Cd	G D	Worked	Turn No	Home	Occur	Terml	Statn
0123456	J Q PUBLIC	B R	13	G Q		00007	66000		

Allow Auto Mileage From 00007 To 66000 for 29.00 Miles.  
66000 00007

Please input Instructed by and Company Business Reason in following remarks.

Instructed by: AGREEMENT  
Company business reason: DROVE FROM MY HOME TERMINAL CICERO 00007 TO CORWITH TERMINAL 66000 TO TAKE MANDATORY YEAR B TRAINING

# EI (Alternative Handling)

Use this code when conducting a Alternative Handling safety briefing at the request of the carrier. Make Whole or Basic Day, whichever applies to your situation.

1. "S"→

```
ALTERNATIVE HANDLING/HFS
```

2. "S"→

```
___ EI ALTERNATIVE HANDLING  
___ 73 HELD FROM SERVICE
```

3.→

```
EI ALTERNATIVE HANDLING  
Instructed by MANAGEMENT
```

4.→

```
Remarks (displaying lines - 01 thru 08)  
CA=EI Instructed by:MANAGEMENT  
PLEASE PAY A BASIC DAY AS I PARTICIPATED IN ALTERNATIVE HANDLING PER  
TERMAINAL MANAGER/SUPERINTENDENT.
```

# 80 (Holiday Claim 1B)

This code is used when an employee protects service on a holiday. It will pay one basic day at the rate of the last service performed. You will need to have the following information:

- Date of holiday
- Mileage: 100.0 miles

**Note:** Employee must available the day before, day of and day after holiday. If holiday occurs during employee's vacation, employee must protect day before and day after vacation in order to qualify for Code 80.

1. "S" →

**LEAVE DAY/HOLIDAY**

2. "S" →

**80 HOLIDAY CLAIM**

3. →

**80 HOLIDAY CLAIMS.**

Miles 100.0

Date of claim 070417

- January 1- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- July 4- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24- Christmas Eve
- December 25- Christmas Day
- December 31- New Year's Eve



# 85 Jury Duty

Make sure Layoff Code LOJ is pre-approved, paperwork is copied and faxed and instructions are followed.

CTTP0010

## 85 JURY DUTY ALLOWANCE.

CTTMRQCA

The following qualifies for Jury Duty lost wages:

1. Reporting at a specific location and time for jury selection and/or jury duty, when an actual loss of wages occurs.
2. Reporting for Jury Duty conflicts with your ability to obtain rest under the Hours of Service Act before or after the Jury Duty. PLEASE NOTE BOOKING ADDITIONAL REST DOES NOT APPLY TO JURY DUTY.
3. Extraboard personnel who mark off for 24 hours or less, will receive the equivalent of a day's guarantee if the trip missed is not completed prior to the mark up.

In order to be eligible for compensation for Jury Duty, the following guidelines must be met when submitting your claim:

1. Report the date(s) scheduled for Jury Duty, location, time schedule to report and time released for each day and the lost trip information.
2. FAX THE FOLLOWING DOCUMENTS TO COMPANY TELEPHONE NUMBER 8-676-5186 OR OUTSIDE LINE 785-676-5186:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P

Back Frwd

CTTP0010

## 85 JURY DUTY ALLOWANCE.

CTTMRQCA

- \* A copy of the jury duty notice
- \* The Court's reporting instructions
- \* A copy of the Court receipt for amount paid while performing Jury Duty which will be deducted from the lost wage payment.

The following does not qualify for Jury Duty lost wages:

1. Jury Duty that occurs on a rest day or other periods of scheduled or unscheduled time off when no loss of wage occurs.
2. Layoffs when courts are not in session. Examples include weekends and major holidays.
3. Any days over the 60-day maximum allowed in a calendar year.
4. Failure to follow supervisors' recommendations for protecting service, or reporting at the court without specific instructions to do so.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P

Back Frwd

# 85 Jury Duty continued

Employees will be expected to mark up immediately upon release from the courts or, if on call, immediately after receiving notification they will not have to report to the court. If an employee is required to physically report at the court, eight hours rest will apply to your markup time.

Please use the below checklists to validate qualification and provide the proper documentation with your claim:

## Qualifies For Jury Duty Lost Wages:

- Reporting at a specific location and time for jury selection and/or Jury Duty, when an actual loss of wages occurs.
- Reporting for Jury Duty conflicts with your ability to obtain rest under the Hours of Service Act before or after the Jury Duty. Please note booking additional rest does not apply to Jury Duty.
- Extra board personnel who mark off for 24 hours or less, will receive the equivalent of a day's guarantee if the trip missed is not completed prior to the mark up.

## Does Not Qualify For Jury Duty Lost Wages:

- Jury Duty that occurs on a rest day or other periods of scheduled or unscheduled time off when no loss of wages occurs.
- Layoffs when courts are not in session. Examples include weekends and major holidays.
- Any days over the 60-day maximum. The Agreements provide for a maximum of 60 days in any calendar year. Failure to follow supervisors' recommendations for protecting service, or reporting at the court without specific instructions to do so.

# 85 Jury Duty continued

Fax the following documents to Company telephone number 8-676-5186 or outside line 785-676-5186.

1. A copy of the Jury Duty notice
2. The Court's reporting instructions.
3. A copy of the Court receipt for amount paid while performing
4. Jury Duty which will be deducted from the lost wage payment.

**Note:** If payment is delayed or there is no payment for that day from the Court, you must have authorization from your supervisor for payment of lost wages. It is anticipated that observance of these guidelines will minimize disputes as to pay for time lost for Jury Duty. In the event of a dispute, contact Local Chairman immediately to try and resolve dispute with local management

# 85 Jury Duty continued

Follow instructions regarding Jury Duty to the letter as they will deny any claim that deviates from their instructions

```
CA Code 85
Ticket Report Date of Input by Basic Day/ Copy of Jury Duty Rept is Reqd
Number Date Occurrence LChm Make Whole Fax w/ ticket to (785)676-5186
081317 010117 B Date
C R Oc R S Prev Yard Job No/ Home Occur
Empl ID F M Last Name O X Cd G D Worked Turn No Terml Statn Mls
0123456 J Q PUBLIC B R 13 G Q 00007 00007 100.0

Remarks (displaying lines - 01 thru 08)
PLEASE ALLOW A JURY DUTY ALLOWANCE AS I SUMMONDED TO PERFORM MY CIVIC DUTY
AS A JURY MEMBER ON 01017. ALL PROPER DOCUMENTS HAVE BEEN COPIED AND FAXED
AND COPIES MADE AVAILABLE TO LC AND LOCAL MANAGEMENT. PLEASE PAY ON
PAY PERIOD (01-24) AS THIS IS WHEN MY JURY DUTY OCCURED.
```

# 89 Attending Formal Investigation

This code is used when an employee attends a formal investigation and is good ONLY if you are a witness or if no discipline was given. Make sure proper Layoff Code (LOI) has been entered at least 48 hours prior and pick correct event. You will need to have the following information:

- Start and end times
- Conducting officer
- Whether you were at fault or not

1. "S" →

## JURY DUTY/COURT/INVESTIGATION

Select type of Special Claim Event

- = 89 FORMAL INVESTIGATION - PRINCIPLE
- 89 FORMAL INVESTIGATION - COMPANY WITNESS
- 89 FORMAL INVESTIGATION - UNION WITNESS
- 85 JURY DUTY
- 88 COURT/DEPOSITION FOR BNSF

2. "S" →

89 ATTENDING FORMAL INVESTIGATION.

Principal's Name JQ PUBLIC  
Union Witness Y/N N  
BNSF Witness Y/N N  
Start Time 1000  
End Time 1200  
Conducting Ofc. TERMINAL MANAGER  
At Fault? Y/N N

3. Fill out with proper information →

# Bereavement

This code is used when an employee needs time off due to a death in the family. Qualifying individuals whom are under bereavement include brother, sister, parent, child, spouse & spouse's parent.

1. "S" →

ISS BEREAVEMENT/MILITARY

2. Fill out with proper information →

```

Ticket Report Date of Input by Basic Day/ Copy of Obituary is Required
Number Date Occurrence LChm Make Whole Fax w/ ticket to (785)676-5186
          080817 010117          M Date

Empl ID   F M Last Name      C R Oc R S Prev  Yard Job No/  Home  Occur
          J Q PUBLIC         0 X Cd G D Worked Turn No      Terml Statn
0123456   J Q PUBLIC         B R 13 G Q          00007 00007

          Marked Off Marked Up -----Rest Days----- Date Relationship
Mls Time Date Time Date Mo Tu We Th Fr Sa Su Death To Deceased
63 0001 010117 2359 010117 _ _ _ _ _ X _ 123017 MOTHER
Days Laid Off SATURDAY 010117
          Regular Assignment CHC 123
Operating Dates Regular Assignment
          Regular Assignment Protected by
Remarks (displaying lines - 01 thru 03)
(BROTHER, SISTER, PARENT, CHILD, SPOUSE, SPOUSE'S PARENT) PASSED AWAY
    
```

# MC (Mishandling Penalty)

There are various MC Special Claim Categories we use in Cicero for a variety of Mishandling penalties. Choosing the right category and language you use therein can make the difference in getting your claim paid. The most common are :

MC Marked Up Incorrectly  
MC Not Canvassed Properly

1. "S" →

\_ MISHANDLING PENALTY

2. "S" →

=  
\_ MC NOT AWARDED BID  
\_ MC JOB NOT BULLETINED  
\_ MC SHORT CALLED  
\_ MC ASKED FOR PILOT  
\_ MC QUALIFICATIONS  
\_ MC INCORRECTLY LAID OFF  
\_ MC PLACED TO THE BOARD INCORRECTLY  
\_ MC MARKED UP INCORRECTLY  
\_ MC NOT CANVASSED PROPERLY  
\_ MC NO CALL LIST  
\_ MC MOVED UP  
\_ MC OTHER MISHANDLING PENALTY

# MC continued

## MC NOT CANVASSED PROPERLY

Use **MC Not Canvassed Properly** when the Crew Office allows someone on Board 56 after board is locked (1/2 hour before call time). Include the name of Crew Caller in claim.

## MC NOT CANVASSED PROPERLY

Use **MC Not Canvassed Properly** when Crew Office doesn't properly canvass a vacant Hostler job by using Board 58 (Hostler Rest Day Board). Include the name of Crew Caller in claim.

```
Ticket Report Date of Input by Basic Day/
Number Date Occurrence LChm Make Whole
                                B Date
                                C R Oc R S Prev Yard Job No/ Home Occur
                                O X Cd G D Worked Turn No Term1 Statn Mls
Empl ID F M Last Name          B R 13 G Q                                00007 00007 100.0
0123456 J Q PUBLIC
```

Remarks (displaying lines - 01 thru 08)

ALLOW A BASIC DAYS PAY FOR IMPROPER CANVASSING. I WAS FIRST OUT AND RESTED ON BD 56 AND LINED UP FOR CHC 123. CREW OFFICE ALLOWED JQ PUBLIC ON BOARD 56 ON HIS REST DAY AT 0415. CICERO DAILY MARK EXTRA BOARD 56 IS LOCKED 20 MIN BEFORE CALL TIMES. PRINTOUTS OF BOARD SHEETS HAVE BEEN MADE AVAILABLE TO LOCAL CHAIRMAN AND CICERO TERMINAL TM.

```
Ticket Report Date of Input by Basic Day/
Number Date Occurrence LChm Make Whole
                                B Date
                                C R Oc R S Prev Yard Job No/ Home Occur
                                O X Cd G D Worked Turn No Term1 Statn Mls
Empl ID F M Last Name          B R 13 G Q                                00007 00007 100.0
0123456 J Q PUBLIC
```

Remarks (displaying lines - 01 thru 08)

ALLOW A BASIC DAYS PAY FOR NOT CALLING ME OFF CICERO 11-D LIST "HOSTLER REST DAY BOARD 58" TO PROTECT THE VACANT CHC800. IMPROPER CANVASSING ALLOWED JQ PUBLIC OFF AURORA SUBURBAN TRAIN 1200. I WAS RESTED AND ON BD 58. COPY OF BOARD SHEETS AND CALL SHEETS HAVE BEEN COPIED AND MADE AVAILABLE TO LOCAL CHAIRMAN AND CICERO TERMINAL TM.



# MC continued

## MC NOT CANVASSED PROPERLY

Use **MC Not Canvassed Properly** when not offered a holdover/double due to the carrier or Crew Office not following Cicero's Decision Table Steps for filling vacancies. .

*See next two pages for the Cicero Decision Tables Steps for filling Yard vacancies.*

```
BNSF CICERO                               Miscellaneous Special Claims                               16:26:40CT
                                           CA Code 73

Ticket Report Date of Input by Basic Day/
Number Date Occurrence LChm Make Whole
                                B Date

Empl ID F M Last Name C R Oc R S Prev Yard Job No/ Home Occur
0123456 J Q PUBLIC O X Cd G D Worked Turn No Term1 Statn Mls
                                B R 13 G Q                                00007 00007 100.0

Remarks (displaying lines - 01 thru 08)
ALLOW A BASIC DAY AS I WAS NOT OFFERED THE HOLD OVER PER CICERO DECISION TABLE
STEPS FOR FILLING VACANCIES. I WAS SENIOR MAN/CLOSEST START TIME ON THE CHC123
AND SHOULD OF BEEN DOUBLED TO THE CHC 231. (EXAMPLE) XX XXXXX WAS CALLED OFF
CICERO BD 10,AUROIL 20,40 TO FILL A VACANCY THAT I WAS ENTITLED TO PER
AGREEMENTS. (EXAMPLE) XX XXXXX WAS IMPROPERLY OFFERED THE DOUBLE FROM CHC 123
TO CHC 231 INSTEAD OF ME. I HAD THE CLOSEST START TIME TO THE CHC 123 AND
THEREFORE, PER AGREEMENT, I WAS ENTITLED TO THE HOLDOVER. CALL SHEETS & BOARD
SHEETS HAVE BEEN COPIED AND MADE AVAILABLE TO LOCAL CHAIR
```

# Filling Cicero Yard Vacancies

These are the Cicero Yard Decision Table Steps. This should give you a better understanding if you or another person/crew are due a Improperly Canvassed Claim. Any and all Board Sheets and Call Sheets are useful in support of these claims.

1. Helper steps up to Foreman's position on same job.
  2. Senior available person on Cicero Board 56
  3. Senior available person on Cicero Rest Day Board 57
  4. 1<sup>st</sup> out & available person on Hostler Board 41
  5. Senior available person on Cicero Hostler Rest Day Board 58
  6. **Decision Table dead**- Crew Office must contact Trainmaster on duty and request hold overs. (See following page for Hold Over procedures)
  7. After hold overs are exhausted (nobody left or backfilling vacancies)
  8. Outside Boards.
  9. 1<sup>st</sup> out and available Cicero Board 10
  10. 1<sup>st</sup> out and available Aurora Board 40
  11. 1<sup>st</sup> out and available Aurora Board 20
  12. 1<sup>st</sup> out and available Aurora Board 10
- \*\*\*Trainmaster reserves the right to annul any job\*\*\***

# Filling Cicero Yard Vacancies w/ Hold Overs

1. Job to Job- Senior person on job must be offered the Hold Over to next shift job (example- CHC141 senior person to be offered hold over to CHC241)
2. Job to Job- If Senior person declines Hold Over, then it is offered to Junior person on job.
3. Starting Time- Closest starting time to that job offered to Senior than Junior (example- no Hold Over from CHC150 to CHC250, next closest start time is CHC152 @ 0707)
4. If nobody takes double offer, Junior employee is forced.
5. Rest Day people are NOT entitled to Hold Overs.
6. Hostlers off Board 41 working in Yard Service have no Yard seniority and should be the a last option to hold over.
7. East End Tower vacancies go to senior qualified Yardman.
8. Hostler vacancies work the same way: Job to Job & Junior person forced.

# MC (Marked Up Incorrectly)

## \_ MISHANDLING PENALTY

## \_ MC MARKED UP INCORRECTLY

Use **MC Marked Up Incorrectly** When the Daily Mark Specialist incorrectly marks you on Board 55. Have copies of your DA, PE or MO-SU bids to support your claim. Include the name of the junior employee that was marked to your job in claim. If the mistake is noticed in time, a phone call to the Cicero Daily Mark Specialist can correct the mismatch.

```
BNSF CICERO                               Miscellaneous Special Claims                               16:47:42CT
                                                                                               CA Code MC

Ticket Report  Date of      Input by  Basic Day/
Number  Date    Occurrence  LChm     Make Whole
                082717  010117                B Date

Empl ID  F M Last Name      C R Oc R S Prev  Yard Job No/  Home  Occur
          J Q PUBLIC      O X Cd G D Worked Turn No      Terml Statn Mls
0123456  J Q PUBLIC          B R 13 G Q                00007 00007 100.0

Remarks (displaying lines - 01 thru 08)
ALLOW A DAYS PAY FOR RESTRICTING MY SENIORITY BY MISMARKING ME ON 010117.
PER MY PE/DA/MO-SU BID SHEET DATED XX/XX/XX, I SHOULD OF BEEN MARKED TO THE
CHC 123, INSTEAD I WAS MARKED TO THE CHC231 RESULTING IN A RESTRICTION OF MY
SENIORITY DUE TO BEING MARKED INCORRECTLY BY DAILY MARK SPECIALIST.
COPIES OF BOARD SHEET AND BID SHEET HAVE BEEN COPIED AND MADE AVAILABLE TO
LOCALCHAIR AND CICERO TM.
```

# MC (Mishandling Crew Calling)

\_ MISHANDLING PENALTY

\_ MC NOT CANVASSED PROPERLY

Use **MC Not Canvassed Properly** when Crew Office does not give you your choice of available vacancies off Board 56.

***Note:*** you must reject call and talk to Crew Callers and still not be offered your choice of vacancies for claim to be valid. Include the name of Crew Caller in claim.

Remarks (displaying lines - 01 thru 08)

ALLOW 100.0 MI AS I WAS NOT OFFERED ALL VACANCIES OFF BOARD 56, I WAS 1ST  
OUT AND RESTED ON BOARD 56/57/58 AND WAS NOT OFFERED MY CHOICE OF JOBS ON 56.  
I CALLED THE VRU BACK AND WAS STILL NOT ALLOWED TO HAVE MY CHOICE OF  
AVAILBLE JOBS, COPIES OF BOARD SHEETS AND CALL SHEETS HAVE BEEN MADE AVAILABLE  
TO LOCAL CHAIR.

# Safety Participation/EST

This code is used when an employee participated in the **Peer to Peer** safety marathon held each month in Cicero. You will need to lay off company business, code "LCB" at least 48 hours prior to the scheduled safety marathon. Use the same process for **Enhanced Safety Training**, substituting Layoff Code TRN and use EN for Make Whole/Basic Day. Example that follow's if for Make Wholes.

1. "S" → **SAFETY/BAPP**

2. "S" → **ST PEER-TO-PEER**

or

**EN ENHANCED SAFETY TRAINING**

## Layoff Event Selection

S - Select a Layoff Event below and hit <Enter>

Date of Occurrence: 2017-07-20

Layoff Code	Layoff Date	Layoff Time	Markup Date	Markup Time
= LCB	072017	00:01	072017	23:59

Emp ID: 0110171 Layoff Span: 07/20/17 0001 To 07/20/17 2359 CA Code: ST  
Layoff Cd: LCB Layoff Reason: PEER-TO-PEER  
Stn CICERO Brd 55 DM Svc Type YP Stn3 Job/Pos Occ 13 Agrm CBQ

My Working Trips (displaying lines - 01 thru 02)  
Act Empl Name Job Train ID On Dt/Time Off Dt/Time

Trips to be Made Whole To (displaying lines - 01 thru 06)  
Act Empl Name Job Train ID On Dt/Time Off Dt/Time

Actions: D=Delete U=Undelete

# Safety Participation/EST continued...

## Add Make Whole Records

Select an option below (1 or 2): =

1. Add a record to 'My Working Trips'.
2. Add a record to 'Trips to be Made Whole To'.

PF12  
Prev

Choose option 1

### My Working Trips

(displaying lines - 01 thru 02)

Act	Empl Name	Job	Train ID	On Dt/Time	Off Dt/Time
-----	-----------	-----	----------	------------	-------------

### Trips to be Made Whole To

(displaying lines - 01 thru 06)

Act	Empl Name	Job	Train ID	On Dt/Time	Off Dt/Time
-----	-----------	-----	----------	------------	-------------

<u>d</u>	EMPLOYEE NAME	CHC553K 13	Y CHC5531 28A	042817 2230	042917 0607
<u>d</u>		CHC553K 13	Y CHC5531 29A	042917 2230	043017 0600

Select employee for Make Whole. If Make Whole is not found, enter D for Delete in ACT and proceed to next screen

## ST SAFETY PARTICIPATION

Instructed by COMPANY OFFICIAL

Comments PARTICIPATED IN PEER TO PEER/ENHANCED SAFETY

TYPE OF CLASS ENHANCED SAFETY/P TO P

Date of Class 010117

Fill out as required

# Safety Participation/EST cont...

*Note:* When doing a Make Whole claim, job must be on your Bid Sheet and you would have to of been rested for job you are claiming

## Make Whole language:

```
Remarks (displaying lines - 01 thru 08)
PLEASE MAKE WHOLE EMPLOYEE XX XXXXXX AS I PARTICAPATED IN CICERO PEER TO PEER
or ENHANCED SAFETY TRAINING ON XX/XX/XXXX, JR EMPLOYEE XX XXXXXX WORKED A JOB
ON MY BID SHEET THAT I WOULD OF BEEN RESTED AND AVAILABLE FOR. PLEASE PAY
ANY AND ALL PENALTIES AND ARTBITRAIES INCURRED ON THIS TICKET.
```

## Basic Day language:

```
ALLOW A BASIC DAY (100.0 MI) AS I PARTICAPATED IN CICERO PEER TO PEER or
ENHANCED SAFETY TRAINING ON XX/XX/XXXX PER CICERO TERMINAL MANAGER or
SUPERINTENDANT.
```



# Runaround Penalty

Use this **BD (Crew Support Mishandling) Turn Ran Around Claimant** when you have been run around on Boards 56,57,58 or 41.

**§ RUNAROUND PENALTY**

**§ BD (CREW SUPPORT MISHANDLING) TURN RAN AROUND CLAIMANT**

Remarks (displaying lines - 01 thru 08)

ALLOW 100.0 AS I WAS FIRST OUT AND RESTED FOR JOB CHC123 ON 010117.

I WAS RUN AROUND BY EMPLOYEE XX XXXXXX.

COPIES OF BOARD SHEETS AND CALL SHEETS HAVE BEEN COPIED AND MADE AVAILABLE TO LOCAL CHAIRMAN.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

# 73 (Miscellaneous Agreement Violation)

This code is used when an employee needs to enter a claim that is not an option listed on the selection screens.

1. "S" → **MISCELLANEOUS PENALTY**

2. "S" → **73 MISCELLANEOUS AGREEMENT VIOLATION**

3. Fill out the following information: →

- Date of occurrence
- Make Whole or Basic day pay (M or B)
- Employee ID
- "R" for Regular assignment or "X" for Extra Board
- Occupation code
- "G" and "O"
- "00007" for Home Terminal/Occurring Station; this is the Cicero terminal code

```
Ticket Report   Date of      Input by   Basic Day/
Number  Date      Occurrence LChm      Make Whole
          081117   042917
                               M   Date
                               C R Oc R S Prev   Yard Job No/   Home   Occur
                               O X Cd G D Worked Turn No   Term1 Statn
Empl ID  F M Last Name                               B R 13 G Q _____ 00007 00037
0123456   J Q PUBLIC
```

# 73 (Miscellaneous Agreement Violation)

## Miscellaneous Penalty

## 73 Miscellaneous Agreement Violation

Use this language when asked to perform an Airbrake Test on a train that your crew is not delivering and there are Carmen on duty. Basic Day for whole crew.

```
BNSF CICERO                               Special Claims Main Menu                               16:00:23CT
```

Ticket Report Number	Date	Date of Occurrence	Input by LChm	Basic Day/Make Whole Date	Yard Job No/ Turn No	Home Terml	Occur Statn			
	082717	010117								
Empl ID	F M	Last Name	C O	R X	Oc Cd	R S	Prev G D	Yard Job No/ Turn No	Home Terml	Occur Statn
01234567				R	13	G	Q		00007	00007
76543210				R	14	G	Q		00007	00007
98765432				R	11	G	Q		00007	00007

CA Code: 73  
Printer ID: \_

Ticket Number	Report Date	Date of Occurrence	Input by LChm	Basic Day/Make Whole Date	Yard Job No/ Turn No	Home Terml	Occur Statn	Mls	
	080817	010117		B Date					
0123456	J Q	PUBLIC	B R	13	G	Q	00007	00007	100.0

Remarks (displaying lines - 01 thru 08)  
ALLOW A BASIC DAYS PAY FOR BEING ORDERED TO PERFORM AN AIR TEST IN THE DEPARTURE/RECEIVING YARD IN CICERO TERMINAL WHILE CARMEN WERE ON DUTY. TRAINMASTER/YARDMASTER BJ DOE ORDERED MY JOB, THE CHC 123, TO PERFORM A CLASS I/II/III AIRTEST FOR AN OUTBOUND TRAIN HEADED TO CSX/NS/BRC/LACROSSE ETC. MY JOB DID NOT DELIVER THE TRAIN AND SHOULD NOT OF PERFORMED AN AIRTEST WHILE CARMEN ARE ON DUTY AT CICERO TERMINAL.

# 73 (Miscellaneous Agreement Violation)

## Miscellaneous Penalty

## 73 Miscellaneous Agreement Violation

Use this language when the carrier calls an Extra Job to deliver a train to a Foreign Yard and the Senior Man is not offered preference of work. Basic Day for whole crew.

```

BNSF CICERO                               Special Claims Main Menu                               16:00:23CT
Ticket Report   Date of      Input by   Basic Day/
Number   Date      Occurrence  LChm      Make Whole
                082717   010117
                m
                Date
Empl ID   F M Last Name      C R Oc R S Prev  Yard Job No/  Home  Occur
                O X Cd G D Worked Turn No  Term1 Statn
01234567   R 13 G Q           _____  _____  00007 00007
76543210   R 14 G Q           _____  _____  00007 00007
98765432   R 11 G Q           _____  _____  00007 00007
                CA Code: 73
                Printer ID: _
    
```

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                                                CA Code 73
Ticket   Report   Date of      Input by   Basic Day/
Number   Date      Occurrence  LChm      Make Whole
                082717   010117
                B Date
                C R Oc R S Prev  Yard Job No/  Home  Occur
                O X Cd G D Worked Turn No  Term1 Statn Mls
0123456   J Q PUBLIC      B R 13 G Q           _____  _____  00007 00007 100.0
    
```

Remarks (displaying lines - 01 thru 08)

ALLOW A DAYS PAY FOR BEING DENIED PREFERENCE OF WORK. XX XXXXX WAS THE SENIOR FOREMAN ON DUTY/IN THE YARD AND NOT OFFERED THE WORK AN EXTRA JOB (THE CHC0900) WAS CALLED FOR. THE CHC 0900, WITH JUNIOR MAN XX XXXXX, DELIVERED A TRAIN TO CSX/CORWITH/BRC/NS. ALLOW A DAYS PAY FOR ENTIRE CREW. BOARD SHEETS AND CALL SHEETS HAVE BEEN COPIED AND PROVIDED TO LOCAL CHAIR AND CICERO TM.

# 73 continued

## Miscellaneous Penalty

### 73 Miscellaneous Agreement Violation

Use this language when not paid Certification pay when working as the U-Man.

													CA Code 73
Ticket Number	Report Date	Date of Occurrence	Input by LChm	Basic Day/Make Whole			B Date			Yard Job No/	Home	Occur	
Empl ID	F M	Last Name	C R	Oc R S	Prev	Yard Job No/	Home	Occur	Term1	Statn	Mls		
0123456	J Q	PUBLIC	B R	13	G Q		00007	00007			<u>100.0</u>		
Remarks (displaying lines - 01 thru 08)													
<u>ALLOW A BASIC DAYS PAY FOR NOT BEING PAID CONDUCTORS CERTIFICATION PAY WHEN WORKING THE CHC 711.</u>													

# 73 (Miscellaneous Agreement Violation)

Use this language when an Eastbound train is re-crewed in Cicero Yard by a Cicero BD 10 or Auroil Xtra BD crew. Claim goes to Transfer Job on duty (if still in yard), Senior Person and Crew or 1<sup>st</sup> two employees rested on Cicero Board 56.

It is important that we as a Yard police this Agreement violation and report it to Local/Vice Local Chairmen. East End Tower should also be notified so Board sheets and Call sheets can be printed. This is our work, by Agreement, and should be done by Cicero Yard Crews. Basic day for Senior Man's crew or Transfer Job crew.

## 73 Miscellaneous Agreement Violation

## Miscellaneous Penalty

ALLOW A BASIC DAY (100.0 MI) AS AN EASTBOUND TRAIN, insert train ID here,  
WAS YARDED ON CICERO YARD TRACK XXXX AND RE-CREWED BY A CICERO 10,  
CICERO BD 100, AUROIL BD 10, 20, 40 CREW. THIS IS CICERO WORK AND WE WERE THE  
SENIOR CREW IN YARD, TRANSFER JOB ON DUTY, FIRST OUT AND RESTED ON CICERO BD  
56. BOARD SHEETS AND CALL SHEETS HAVE BEEN COPIED AND MADE AVAILABLE TO  
LOCAL CHAIRMAN.

# 73 (Miscellaneous Agreement Violation)

Use this language when you miss your assigned job due to Federal Hours of Service Laws.  
(Hostlers only)

73 Miscellaneous Agreement Violation

Miscellaneous Penalty

Remarks (displaying lines - 01 thru 08)

ALLOW MAKE WHOLE AS I MISSED MY ASSIGNED JOB, THE CHC 800 ON XX/XX/XXXX,  
DUE TO HOURS OF SERVICE LAWS. EMPLOYEE XX XXXXXX WAS CALLED TO FILL MY  
VACANCY. BOARD SHEETS HAVE BEEN PROVIDED TO LOCAL CHAIR.

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# 73 (Miscellaneous Agreement Violation)

Use this language if you are on a Yard job and asked to Pilot a crew anywhere on the Main Line. Also use if on a Yard job and asked to Hostle power.

73 Miscellaneous Agreement Violation

Miscellaneous Penalty

```
Remarks (displaying lines - 01 thru 08)
ALLOW 130.0 MI ON ACCOUNT OF CHANGE IN CLASS OF SERVICE. WAS CALLED/MARKED
TO JOB CHC123 AND WAS INSTRUCTED BY YARDMASTER/TRAINMASTER TO PILOT CREW
ON THE XXXCHC TO WESTERN AVE/TRUCK X-ING/(ADD DESTINATION). MOVE BEGAN AT
0915 AND ENDED AT 1100. THIS IS A CHANGE OF SERVICE AS YARD CREW PILOTING
ROAD CREW.
```



# 73 (Miscellaneous Agreement Violation)

Use this language when required to work with a locomotive, BNSF or foreign, that has an inward facing camera.

73 Miscellaneous Agreement Violation

Miscellaneous Penalty

Remarks (displaying lines - 01 thru 08)

ALLOW 100.0 MI FOR BEING REQUIRED TO USE A LOCOMOTIVE THAT WAS EQUIPPED  
WITH AN INWARD FACING CAMERA INTENDED TO MAKE A VIDEO RECORD OF  
IN CAB CREW ACTIVITY AND THEREBY BEING SUBJECTED TO THE CREATION OF  
A VIDEO RECORD. THE LOCOMOTIVE I WAS REQUIRED TO USE WAS THE BNSF 1234.

# 73 (Miscellaneous Agreement Violation)

Use this language when your assignment has been annulled and you are forced to work a job that was lower/not on on your Bid Sheet than the one you were originally marked to.

73 Miscellaneous Agreement Violation

Miscellaneous Penalty

Remarks (displaying lines - 01 thru 08)

ALLOW 100.0 MI FOR RESTRICTION OF SENIORITY. I WAS MARKED TO JOB CHC123  
ON 010117. MY JOB WAS ANNULLED AND I WAS FORCED TO WORK THE CHC134 ALLOWING  
A JR EMPLOYEE TO WORK CHC145 WHICH IS HIGHER ON MY BID SHEET,  
COPIES OF BID SHEET AND BOARD SHEETS HAVE BEEN COPIED AND MADE AVAILABLE  
TO LOCAL CHAIRMAN

# 73 (Miscellaneous Agreement Violation)

Use this language when held over in East End Tower for an hour or more and not offered the double.

73 Miscellaneous Agreement Violation

Miscellaneous Penalty

Remarks (displaying lines - 01 thru 08)

ALLOW 100.0 MI FOR BEING FORCED TO STAY FOR MORE THAN AN HOUR INTO A  
MUST FILL JOB, EAST END TOWER. HELD FOR X HOURS AND XX MINUTES.  
BOARD SHEETS AND CALL SHEETS HAVE BEEN COPIED AND MADE AVAILABLE TO  
LOCAL CHAIR

# East End Tower Forced Employees

This claim is used when an employee has been forced to work East End Tower. The jobs 551k, 552k and 553k are not on employee's bid sheet or a junior employee was marked to a job that is higher on their Bid Sheet than East End Tower.

1. "S" →

USED OFF ASSIGNMENT/HELD OFF TURN

2. "S" →

77 CICERO - EAST END TOWER FORCE

3.

Remarks (displaying lines - 01 thru 08)

allow difference in pay as I was forced to work chc55(x)k "East End Tower-  
Must Fill Position" while a junior employee worked a job higher and/or on  
my bid sheet. (include employee name, OC #, Job # and date) please pay \_\_\_\_\_  
any and all arbitraries and penalties incureed on make whole ticket. ■ \_\_\_\_\_

If forced from Daily Mark, the job you are claiming must be on your Bid Sheet and ahead of EET bids or there is no claim. You must have been rested for the job you are claiming for the Make Whole as Payroll will verify. *Example: if you are working 3<sup>rd</sup> shift, you can't claim a 1<sup>st</sup> shift job as you would not of been rested.*

# Cicero Boards

- Daily Mark Board 55
  - Comprised of switchmen to fill yard jobs through a daily bid process.
  - This board is seniority based.
  - Each employee on this board has set off days that are chosen every 3 months.
- Daily Mark Extra Board 56
  - If an employee cannot bid to a job on Board 55, they will be put in Extra Board 56 for the day they cannot mark.
  - Employees can also mark to this board if they worked a job the day before and received HOS (hours of service). This means the job they worked the day before left the employee unrested for their job the following day. The employee can choose to have the day off or mark themselves on the extra board in order to work.
  - The board will protect yard jobs first and also hostler jobs if they are unable to be filled by Hostler Board 41 and Hostler Rest Day board 58.
  - This extra board is also seniority based and has call time windows where employees must answer their phones if called for a job. (**Note:** If you are called outside of the call times, you do not have to answer. If you do answer the phone outside of call times- you must take call.)
    - 1<sup>st</sup> shift call times: 0430-0630
    - 2<sup>nd</sup> shift call times: 1230-1430
    - 3<sup>rd</sup> shift call times: 2030-2230
  - At 30 minutes before call windows start, the extra board will be “locked”. Employees should not be able to mark themselves on this board.

# Cicero Boards

- Hostler Extra Board 41
  - This extra board protects hostler jobs and yard jobs.
  - This extra board has no call times and employees MUST answer their phones at ALL times.
  - This board is not seniority based and employees will be called in the order they have been tied up/rested.
- Switchman Rest Day Board 57
  - When yard jobs are vacant and cannot be filled with Extra Board 56, crew called can call employees on their rest day.
  - Initially, employees must call crew management to be placed on this board and they will remain on the board.
  - If you wish to take yourself off this board you can call crew management to do this.
  - Employees DO NOT have to answer the phone on their rest days, and if they do, they can choose to decline the call if the job being offered is not desired.
- Hostler Rest Day Board 58
  - When hostler jobs are vacant and cannot be filled with Extra Board 41, crew called can call employees on their rest day.
  - Initially, employees must call crew management to be placed on this board and they will remain on the board.
  - If you wish to take yourself off this board you can call crew management to do this.
  - Employees DO NOT have to answer the phone on their rest days, and if they do, they can choose to decline the call if the job being offered is not desired.

# Layoff Codes

## DEATH IN FAMILY (DIF)

- This code is for employees who have experienced the unfortunate loss of a family member that is covered by Bereavement Pay and need an immediate layoff. Check General Notices for complete instructions on use of this code.
- Qualifies for a DIF: UTU Brother, sister, parent, child, spouse, spouse's parents.

## FAMILY EMERGENCY (FEM)

- This code allows for an immediate layoff in the event an employee needs to assist their family during an emergency situation. System general notice requires that the employee contact a supervisor within 24-hours to advise the nature of the emergency.

## FAMILY MEDICAL LEAVE ACT (FML)

- To qualify for this code, a person must complete and submit an FMLA application through Employee Services. The requirements include taking no more time off than prescribed by the physician.

## LAYOFF ALTERNATIVE HANDLING (LAH)

- In some cases of rule violations, employees may be eligible for alternative handling in lieu of discipline. The violation must have resulted in an investigation notice which lists the employee as a principle. If the employee accepts responsibility for the violation and meets the eligibility criteria, this code can be used for the training time.

## LAYOFF COMPANY BUSINESS (LCB)

- This code is available for employees who need to be absent from their regular assignment to perform other company business. A few examples are:
  - Directed by a supervisor to attend a meeting
  - Attend safety meetings, if member of the safety team
  - Training other employees during activities, such as a safety marathon, etc.
- This code should not be used when marking off for an investigation (use LOI), computer based training (use CBT) or other instances where a detailed layoff code is already available

## LAYOFF INVESTIGATION (LOI)

- Employees required to attend formal investigations for rules violations may use this layoff code prior to the investigation, if working their assignment will result in not returning to the home terminal in time to attend the hearing.

## LAYOFF JURY DUTY (LOJ)

- The labor agreements between the organizations and BNSF allow employees summoned to perform their civic duties without a loss of pay. Employees instructed by the courts to report for jury duty at a specific date and time are authorized to mark off for Jury Duty. Do not use this code without being summoned for Jury Duty. To ensure this layoff qualifies for compensation and how to submit for that compensation, see below link to the Jury Duty General Notice.

# Layoff Codes continued

## LAYOFF SICK (LOS)

- Anyone who is suffering from a short-termed illness should use this code to mark off. Unfortunately, this code is frequently misused and should be used sparingly. These layoffs count as absences and can affect your standing in the attendance system.

## MILITARY LEAVE (MLV)

- This code can be used by employees who leave the services of BNSF Railway to enlist, be inducted or who are called or recalled to duty into the Armed Forces of the United States, the State National Guard, one of the various Reserve Units of the Armed Services, or any other service in the uniformed services as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). This is not the code for National Guard drills.

## NATIONAL GUARD (NGD)

- Employees enlisted in National Guard service can use this code to mark off and report for service. NGD is excluded time, but can be changed to available time by presenting the military orders or LES to the supervisor. Employees serving in the National Guard are eligible for make whole difference in earnings (different between wages lost at BNSF and wages paid by the National Guard) for up to 15 days per year.

## RULES/COMPUTER BASED TRAINING/RECERTIFICATION/DECERTIFICATION/TRAINING (RUL/CBT/ERC/DRC/TRN)

- Codes available for employees who must be absent from their regular assignment to attend rules classes, computer based training, recertification, decertification, or other required training. Because the employee is working, this time is considered available for attendance purposes. Layoffs may be subject to availability and if the layoff is declined, the employee should contact their supervisor. Some division general notices state these codes should not be used over the weekend.

## UNION BUSINESS (UNB)

- This code is reserved for union representatives.

## VACATION (VAC)

- This code is for single day vacations and vacations of seven days or more. If an employee has a vacation scheduled, the system will automatically place the employee in this status when the vacation starts.



# Military Leave/Pay Instructions

## NGD / Reserves / Training / Drill

- Due up to 15 days make-whole pay per calendar year
- Employee must submit ticket upon return; use CA Code 83
- Questions should be directed to your Compensation Specialist through 'Ask Comp Systems'
- Fax the following to TYECS: 785 676-5186
  - Copy of Orders
  - Copy of LES

## National Emergency Duty / State Activation

- Due up to 10 days make-whole pay per calendar year
- Employee must submit ticket upon return; use CA Code 83
- Questions should be directed to your Compensation Specialist through 'Ask Comp Systems'
- Fax the following to TYECS: 785 676-5186
  - Copy of Orders
  - Copy of LES

## War on Terror Campaigns

### Operation Iraqi Freedom, Operation Enduring Freedom, Operation Noble Eagle, Operation New Dawn

- Employee will be paid difference of BNSF wage average less Military salary; when applicable
- Employee must communicate leave information to the Scheduled Military Leave Administrator:
- Phone: 817 352-2034 / Fax: 817 352-7453
  - Copy of Orders
  - Copy of LES
  - Benefits Selection

# Military Leave/Pay Instructions continued

- Questions should be directed to the Scheduled Military Leave Administrator: Phone: 817 352-2034
- Employee must communicate leave information to local Director of Administration/Supervisor
  - If leave is more than 10 days, employee must submit for a leave of absence
- Employee responsible of notification to the Scheduled Military Leave Administrator for:
  - Returning to work for BNSF
  - Leave extension
  - Returning early from military leave
  - Leave status change (medical, etc.)
  - Change in pay
    - Rank
    - Years of service
- Pay stops when employee returns from active duty; not when employee returns to work for BNSF
- BNSF Vacation
  - Pay is offset by number of scheduled vacation days paid in a pay period
  - Unscheduled vacation paid out at end of year; Pay offset by number of unscheduled vacation days paid in a pay period
  - Upon return; vacation qualification detail is updated to include days spent in active duty

Additional information can be found in BNSF Policy 30.11, USERRA (Uniformed Services Employment and Re-Employment Rights Act) or by contacting the Military Leave Administrator