

# “\$how Me The Money”

How to make Norfolk Southern Railway pay you every cent that is rightfully yours.



(This is a hands-on guide to revenue recovery and a collection of useful information developed by and for the members of the Brotherhood of Locomotive Engineers and Trainmen, Division 375.)

## What are the Game Rules?

### THE CLAIM PROCESS

1. You have 60 days from the date of the occurrence to submit a claim.
2. The Carrier has 60 days to either pay or deny your claim.
3. If your claim is denied, your Local Chairman has 60 days from the date of denial to submit the denied claim to a Carrier representative for conferencing (either the Division Superintendent, Assistant Superintendent or to handle directly with a trainmaster). It is very important to get all denied claims to your Local Chairman as soon after the denial as possible. (See the section titled: Claims Processing – The Member's Responsibility). Remember, you can't give your Local Chairman too much information. He/she will decide what is needed to submit with your claim. Your work ends here.
4. If the claim is denied by the Carrier representative, the Local Chairman may submit your claim to the General Committee for further handling (arbitration). The General Committee has 1 year from the date the claim was denied by the Carrier representative to arrange a Public Law Board (PLB). Arrangements for a PLB are made jointly with the Carrier,

Unfortunately, "the parties [NS & BLET/UTU] may, by agreement in any particular case, extend the one year period..."

At any point throughout the process either the Local Chairman, or the General Committee, can decide your claim does not merit further processing. A decision of this type might result if a claim is ambiguous, if there is insufficient supporting information, or if the claim deals with a new situation and it is felt the incident of your claim isn't strong enough to get a favorable PLB ruling. If a decision is made to discontinue processing your claim, you will be notified. Generally, good claims will be fully processed.

As you can see, this can be a very lengthy process. It is very important not to get discouraged. If you get a claim before a PLB, you might have paved the way for favorable negotiations in the future.

One thing is for sure: if you don't claim it, the railroad won't pay it!!

5. If your Local Chairman decides your claim is invalid, he will normally write an explanation stating the reason it was denied /deemed invalid and direct you to or give you a copy of documents which you may use as a future reference.

## What Part Do You Play?

### THE MEMBER'S RESPONSIBILITY

To better ensure that your claim is successful, (or appeal of a denied claim will be successful,) please use the following guidelines:

#### A.) Include in your claim:

1. What are you claiming? (runaround, off assignment, not called in order, extra miles, etc.)
2. When did it happen? All times and dates from start to finish.
3. Where did it happen? All stations, all mile posts, yards and tracks.
4. Who/what authorized it? (Dispatcher, trainmaster, work order, yardmaster, etc.)
5. If appropriate, state why the action resulting in the claim happened.

#### B.) On the day you make your claim:

1. Make a copy of the claim, the remarks and the timeslip (ticket) for the date of the claim. If relative status (runarounds, earnings) is a part of the claim, make a copy of the standing on the applicable board /pool involved.
2. Save all paperwork that supports the claim, including call sheets, "trains called from," lists or work orders. **You can never have too much supporting paperwork.**

3. Make a written statement describing what took place in case you have to explain your claim to your Local Chairman months later.

C.) Information your Local Chairperson needs to process your claim (you can't supply too much information)

1. Copy of any documents you saved under B1 & B2 (above).
2. Copy of the claim and your remarks, if any.
3. Copy of the any pay sheet relating to this claim. Denials show on your detailed earnings pay stub & you must provide a copy of the denial shown on your pay stub to your Local Chairman.

\*\*\* This is what your Local Chairperson needs from you to process your claim. A claim submitted without the necessary supporting documentation/information is doomed to fail and consumes your Local Chairman's time gathering supporting information rather than processing claims. **If the claim is important to you, help get it paid by supplying the necessary information to your Local Chairman!!**

D.) Assemble the documentation, one package per claim, (all documents relating to claim 1, all documents relating to claim 2, etc. stapled, clipped or folded together)

enclosed in an envelope addressed to your Local Chairman. Leave your envelope in the appropriate mailbox at either The Engineer's Washroom or Conductor's Reporting Room at Spencer Tower. You may also slide your envelope in to Locker #12 in the Shanty at Duke. Additionally, you may mail your claim to:

*Roger D. Wagner*

*BLET Division 375 Local Chairman*

*875 Saint Peters Church Road*

*Gold Hill, NC 28071-9762*

## **NS PAYHELP**

### **DO IT YOURSELF FOR PAY ERRORS**

Some errors in pay can be corrected by sending a memo to payroll via Payhelp. This allows you to discuss a claim directly with a payroll time keeper in Roanoke. To do so, Log in to the NS Memo System & choose F5, New Memo. Type PAYHELP in the destination field, & at the very top of the memo, be sure to include your Full name, & your NS issued employee number. Type clear & concise information relating to your question or claim & why you feel it should be paid. Include the appropriate dates, times, & assignment(s) that are in question. It's always helpful to list any supporting documents as to why the claim should be approved, such as the article,

section & paragraph numbers of the applicable agreement you're referring to. When you're finished, press F3 SEND, you'll be prompted with a message reminding you to include your full name & Social Security Number (your Employee Number should be used instead of your SSN,) and if you've done so, press F3 SEND again to send your memo.

Much time can be saved addressing some errors this way rather than via the lengthy claims process. If you're still unsuccessful, it will be helpful to include a print out of your correspondence with the Payroll Time Keeper via Payhelp to your Local Chairman when submitting your claim to him.

## **Some proven game plans & how this guide is formatted to help you**

### **LAYOUT OF THIS GUIDE**

1. Generally, each claim has a heading, which is the name of the claim & claim code in big, bold letters.
2. The next section is an explanation detailing the situation which may result in the claim.
3. The underlined “How To:” section gives you step by step instructions on how to enter the claim in the computer.
4. Usually, each claim has some sample remarks in italics, which you may use as a guideline for entering your own remarks. We’ve tried to be thorough in our remarks, but we can’t cover every possible situation.
5. Reference shows where we’ve found the basis for your claim so you may refer to that document as well when you type in your remarks when making a claim.
6. “Supporting Documents” is the italicized & underlined portion that advises you on what documents are a good idea to keep on hand & may be needed by your Local Chairman to process your claim.

### **EXAMPLES, SAMPLES, & MORE**

All claims below apply to both pre and post 1985 employees. If you are unsure about a claim ask your Local Chairman, or Vice Local Chairman, that’s what we’re here for.

In the examples, words in {brackets} show where you would substitute your information, which is needed by either payroll timekeepers to pay the claim, or your Local Chairman to process the claim.

When it says {position} insert Engineer, Conductor, Brakeman, Foreman, Utility man, etc. When you find {board/pool, space} in a claim example, the Local Chairman is looking for either the board or the pool and the space assigned, i.e. C1 Extraboard, Turn 001 or LL Pool, Turn LL01. Where you see {train/job ID/assignment #,) show either the train, or the job ID, whichever applies. For road trains, enter the full train symbol (i.e. 920P201.) When you see {Class of Service} we’re looking for the class of service you worked, or stood to work in, which is important, since different classes of service pay different pay rates. When you see MM/DD/YYYY, enter the appropriate information as Month/Day/Year.

“Supporting Documents” (For every situation in this guide, we have not said, “keep a copy of your claim, remarks, & declination” since that’s something fundamental you must have for your claim to be processed.)

### **THOSE VERY IMPORTANT REMARKS:**

Many people have asked if they need to type in “all these remarks” for a given claim. “Do I really need to make a listing of each & every mile we ran, the stations or mileposts, and what we were doing when we ran those miles?’

The answer is simple: the better job YOU do describing EXACTLY what took place, with ALL appropriate information (stations, train/assignment numbers, dates, times, people involved, class of service, circumstances, ) the more likely you will be paid correctly, and /or your claim won’t be denied.

Many claims are declined in whole or part simply because people didn’t enter any or sufficient remarks as to why they are claiming what they are claiming.

DON’T give the carrier an opportunity to decline all or part of what you are claiming because you didn’t take the time to enter everything applicable in your remarks. It’s sad to say, but payroll looks for holes in your remarks to decline all or part of your claim... it’s part of their job! Do your part!

## **Called and not used Road Service – Claim Code NU**

When employees are called & not used, they will, provided they have reported for duty, be allowed a minimum of three (3) hours pay at pro rata rates in the class of service for which called and stand first out in the class of service to which assigned, but if not called within six (6) hours from the time they are called they will be allowed a basic day's pay in the class of service for which called & stand last out.

(\*\*You must report for work, at the on duty location to receive a “called & not used claim.” If you are notified before you show up at your on duty location, (you're still at home or you're on your way to work,) there is no claim; you just remain 1<sup>st</sup> out & remain in place for the next assignment to be called.)

### How To:

(Under option 7 Miscellaneous Claim)

-Claim Code is NU

-Class of service (same class as the assignment for which you were called to work.)

-Occupation CO or BK

-Claim is for 0300 (hours) or 0800 (hours)

-Remarks are required:

*Example remarks for a 3 hour claim:  
Referencing Article 6, Section B, of the 1998 Conductor's Agreement, I am claiming 3 hours pay at class {\_\_\_} rate account I reported for duty on MM/DD/YYYY, to work assignment {assignment #} in class {\_\_\_} service, and upon arrival... {...I was not used or ...the assignment was annulled.}*

*Example remarks for an 8 hour claim:  
Referencing Article 6, Section B, of the 1998 Conductor's Agreement, I am claiming 8 hours pay at class {\_\_\_} rate account I reported for duty on MM/DD/YYYY, to work assignment {assignment #} in class {\_\_\_} service, and upon arrival... {...I was not used or ...the assignment was annulled.} I remained first out on the {--- Extraboard /pool} for 8 hours without being called to work again within an 8 hour window.*

Reference: 1998 Conductor's Agreement, Article 6, Section B, Page 6-2

### Supporting Documents:

\*Printout of the last ticket you worked, showing off duty time.

\*Printout of the Extraboard standing when you reported to work.

\*Printout of the ticket for which you were called to work.

\*Printout of the ticket when you finally went to work.

## **Called and not used Yard Service – Claim Code NU**

When extra yardmen are called & not used, they will, provided they have reported for duty, and then relieved, be paid four (4) hours pay at pro rata yard helper's rate & retain their place on the Extraboard. (If used on any assignment starting to work at the time for which called, there will be no basis for claim under this rule. If held & then used on an assignment starting within 2 hours of the time required to first report, their time will commence at the time first required to report. They will be relieved

with other members of the crew with which working. They will be paid for the same time as the crew with which they work PLUS advance time during which held at punitive rates.

(\*\*You must report for work, at the on duty location to receive a “called & not used claim.” If you are notified before you show up at your on duty location, (you’re still at home or you’re on your way to work,) there is no claim; you just remain 1<sup>st</sup> out & remain in place for the next assignment to be called.)

How To:

(Under option 7 Miscellaneous Claim)

-Claim Code is NU

-Class of service (same class as the assignment for which you were called to work.)

-Occupation CO or BK

-Claim is for 0400 (hours)

-Remarks are required:

*Example remarks:*

*Referencing Article 20, Section C, of the 1998 Conductor’s Agreement, I am claiming 4 hours pay at “yard helper rate,” account I reported for duty on MM/DD/YYYY, to work assignment {assignment #} in class {\_\_\_} service, and upon arrival... {...I was not used or ...the assignment was annulled.}*

Note: You may report to work & be held on duty for up to two hours without penalty due. You should be paid from the original time you were called to duty & NOT given a new on duty time:

Reference: 1998 Conductor’s Agreement, Article 20, Section C, Page 20-1

Supporting Documents:

\*Printout of the last ticket you worked, showing off duty time.

\*Printout of the Extraboard standing when you reported to work.

\*Printout of the ticket for which you were called to work.

\*Printout of the ticket when you finally went to work.

### **Detention Time (held away from home terminal) -Claim Code DE**

When you’re at an away from home terminal in excess of 16 hours, you start “detention time” which is pay on a per minute basis for every minute you’re at an away from home terminal, for up to 8 hours. You are paid at 1 /8<sup>th</sup> of the daily rate of the service last preformed (i.e. paid just like you were on duty for the class of service you were in on your trip TO the away from home terminal.) Detention time ends when you are placed back on duty or after 8 hours “in the hotel,” whichever comes first.

*Example 1: After working 217 to Roanoke, you’ve reported off duty at 07:00. You’re still in the hotel as of 11:00PM, sixteen hours from the time you’ve tied up. You’re called for train 218, on duty at 03:30AM (when your detention time will end.) You’re due 4 and ½ hours of detention time pay. Amount = 0430.*

*Example 2: After working 212 to Lynchburg, you’re off duty at 05:00P. You’re still in the hotel as of 9:00A, which begins your detention time, sixteen hours after you’ve tied up on your trip to*



*Lynchburg. You're called for train 211, on duty at 06:45P, and have been held away from your home terminal (in the hotel) for a total of 18 hours & 45 minutes. You're due 8 hours of detention time pay. Remember, detention time pay ends after 8 hours "held away." Amount = 0800.*

How to: Enter DE in the CD column and the amount (in hours & minutes) under the amount column of your tie up screen. No remarks are necessary.

Reference: The Green Book, Page 23 & Article 8 of the 1998 Conductor's agreement.)

Supporting Documents:

\*Printout of the ticket you worked to the away from home terminal showing your off duty time.

\*Printout of the ticket you worked from the away from home terminal showing your on & off duty times.

### **"Double Duty" -Claim Code DD**

If you work twice in a 22 & ½ hour period in yard service, you're entitled to overtime rate for the entire time you're on duty during your "second time start." (Usually this means working an 8 hour shift, taking 8 hours off, and coming back to work the next 8 hour shift... i.e. work 1<sup>st</sup> shift, rest /off on 2<sup>nd</sup> shift, work 3<sup>rd</sup> shift as an example.)

*Example 1: You are called to work a 03:00P yard assignment & are off duty at 11:00P. You are called the next morning to work a 7:00A yard assignment. You'll be paid at overtime rate for the eight hours you'll work on the 07:00A assignment &*

*continue on overtime rate should you work in excess of 8 hours.*

How to: Enter DD in the CD column of your tie up screen. No remarks are necessary.

Reference: The Green Book, Page 23.

Supporting Documents:

\*Printout of the first ticket you worked during the 22 & ½ hour period showing your on & off duty times.

\*Printout of the second ticket you worked during the 22 & ½ hour period showing your on & off duty times.

### **Excess of 5 straight time starts – Claim Code -EW**

If you have worked 5 straight yard assignments, and work a sixth or seventh straight assignment in the yard, your entire sixth (and or seventh) day will be paid at overtime rate. Any time you work over eight hours on your sixth (and or seventh) day will continue to be paid at the overtime rate. *Example 1: Conductor works an assignment Monday -Friday (off days are Saturday & Sunday for this assignment.) He /she is called to work another assignment on Saturday. Saturday will be paid at overtime rate.*

*Example 2: Extraboard conductor works five straight days in a row in yard service (various assignments or all the same assignment.) On the sixth day he /she is again called for a yard assignment, and is entitled to the entire sixth day at overtime rate.*

*(This applies to temporary vacancies, extra employees, as well as regular assigned yard foreman / yard utilities.)*

How To: Enter EW in the CD column of your tie up screen. No remarks are necessary.

Reference: The Green Book, Page 25.

Supporting Documents:

\*Printout all time tickets you've worked on for the past 6 or 7 days.

### **Interdivisional Meal on train 218 -Claim Code ID = Y**

((With the introduction of trip rates for the RC & CG Pools, this claim is included as part of the trip rate FOR CONDUCTORS; thus it is now only applicable to engineer's, as they do not have trip rates.)))

((Interdivisional runs 203, & 213, still pay this claim at present for conductors & engineers, since there is no trip rate established for these pools.)))

ID pays an ENGINEER ON TRAIN 218 a \$1.50 interdivisional meal allowance & since 218 is an interdivisional intermodal train, the computer allows this.

How To: When called for train 218, upon tie up, enter a "Y" under the ID column on your tie up in addition to any other claims (including M1, M2 meal allowances, detention time, etc.) you may be due.

Reference: The Green Book, Page 25, & Article 13 of the 1998 Conductor's Agreement.

Supporting Documents:

\*Printout of the 218 ticket.

### **Late Supper -Claim Code LS**

When working a yard assignment, lunch /supper is supposed to be taken between 4 and ½ hours and 6 hours from the time you

went on duty. If you begin your meal period later than 6 hours from the on duty time, you're due a late supper /lunch. (This pays \$6.50 to \$7.00 currently; be sure to enter the correct times for beginning & ending your meal period on the tie up screen.)

How To: On the first screen of your tie up, enter your meal period in the upper right under "1<sup>st</sup> Meal." On the next, or second screen of your tie up, Enter an LS claim under the CD column of your end of trip tie up screen. No remarks are required.

Reference: The Green Book, Page 26 & Article 16, Section E of the 1998 Conductor's Agreement.

Supporting Documents:

\*Printout of the ticket you worked, showing the meal period times.

### **Meal Allowances -Claim Code M1 & M2**

These are pretty straight forward, and they are some of the most common claims. The meal allowances are as follows:

4 hours off duty through 11 hours & 59 minutes off duty at an away from home terminal = one meal.

12 hours or more off duty at an away from home terminal = two meals. Two meals are the maximum meal allowance, no matter how long you're at an away from home terminal.

How To: Enter an M1 or M2 in one of the CD columns on the second screen of your end of trip tie up screen. No remarks necessary.

Reference: The Green Book, Page 26 & Article 25, Section B of the 1998 Conductor's Agreement.

Supporting Documents:

\*Printout of the ticket you worked to the away from home terminal showing your off duty time.

\*Printout of the ticket you worked from the away from home terminal showing your on & off duty times.

**Meal Allowances for Extraboard Employees Sent to Fill a Temporary Vacancy (and or Held to a Job at an Away From Home Terminal.)  
-Claim Code M1 & M2**

When an Extraboard employee is deadheaded to protect an assignment 30 miles beyond their home terminal, they will be due a minimum of one meal allowance. Additionally, when an Extraboard employee is deadheaded to protect an assignment 30 miles beyond their home terminal, and held at the outlying point for more than one tour of duty, they will be paid the applicable meal allowance of 4 or 8 hours dependent upon when they next return to duty.

*Example 1: An Extraboard employee is sent from Linwood to a point in excess of 30 miles from his home terminal (Pomona, Winston -Salem, Danville, Durham, Lynchburg,) to fill a temporary vacancy for one day or one tour of duty. You're due one meal allowance (M1) which should be entered when the crew is tied up on the TRAIN ticket (not your deadhead ticket(s).)*

*Example 2: An Extraboard employee is sent from Linwood to a point in excess of 30 miles from his home terminal (Pomona,*

*Winston -Salem, Danville, Durham, Lynchburg,) to fill a temporary vacancy for more than one day (you've been "held to the job.) You're due meal allowances for as long as you're held to the job & the amount due, depends on the amount of time you're off duty at the away from home terminal (4 hours or more off = 1 meal, 12 hours or more off = 2 meals. Two meals are the maximum meal allowance, no matter how long you're at an away from home terminal. How To: Enter an M1 or M2 in one of the CD columns on the second screen of your end of trip tie up screen for the TRAIN you worked (not the deadhead screen.) No remarks necessary.*

Reference: The Green Book, Page 26 & Article 25, Sections B & C, & Questions & Answers to Article 25 of the 1998 Conductor's Agreement.

Supporting Documents:

\*Printout of the ticket you worked to the away from home terminal showing your off duty time.

\*Printout of the ticket for the train you worked showing your on & off duty times.

\*Printout of any deadhead tickets to or from the away from home terminal showing your on & off duty times.

**Not Called in Order: Road Extraboard Conductors -Claim Code NO**

When an Extraboard conductor standing first out, is not called in turn, through no fault of his own, he will be paid 4 hours at the rate of pay he would have earned, & stand first out. If not called for service

within the limit of 8 hours, an additional four hours will be allowed & he will stand last out. (Not more than one run-around may be claimed in any 24 hour period by the same employee.) NOTE: if you are not called in order, it is best to submit your claim after you've been called to work, so you can claim the appropriate 4 or 8 hour claim, rather than possibly having two, four hour claims if you should be due a total of 8 hours pay.

How To:

(Under option 7 Miscellaneous Claim)

-Claim Code is NO

-Class of service (same class as the assignment for which you stood to work.)

-Occupation CO or BK

-Claim is for 0400 (hours) or (0800 (hours)

Remarks are required:

*Example 1 Remarks:*

*Claiming 4 hours pay at class {class of service for which you stood} rate account on MM/DD/YYYY, at {time} I stood first out on the {C1/P1 etc.} Extraboard, and was not called in order. {John Doe} was called to protect {assignment #} of MM/DD/YYYY which is the assignment I stood to protect.*

*I remained first out on the {C1/P1 etc.} Extraboard and did not perform service until later called for {assignment #} of MM/DD//YYYY at {time.}*

*Example 2 Remarks:*

*Claiming 8 hours pay at class {class of service for which you stood} rate account on MM/DD/YYYY, at {time} I stood first out on the {C1/P1 etc.} Extraboard, and was not called in order. {John Doe} was called to protect {assignment #} of MM/DD/YYYY*

*which is the assignment I stood to protect. I remained first out on the {C1/P1 etc.} Extraboard from {time} until {time}, a period of eight hours, without being called to work.*

Reference: 1998 Conductor's Agreement, Article 6, Section D, Part 1, Paragraphs a & b. (Note: there are different provisions for pay for Road Trainmen; see Article 6, Section D, Part 2.)

Supporting Documents:

\*Printout of the last ticket you worked, showing off duty time.

\*Printout of the last ticket the person who ran around you worked, showing their off duty times.

\*Printout of the pool standing when you were run around.

\*Printout of the ticket for which you should have been called to work.

\*Printout of the ticket when you finally went to work.

\*Printout of your earnings from the trip you made.

**Not Called in Order: Road Conductors with a regularly assigned run –Claim Code NO**

Conductors on regularly assigned runs or turns in pool freight service, not called in order will be paid the amount they would have earned on the day or trip for which they stood, less any amount which they earn. Such conductors will continue to stand first out in their pool or turn until service is preformed.

How To:

(Under option 7 Miscellaneous Claim)

-Claim Code is NO

-Class of service (same class as the assignment for which you stood to work.)

-Occupation CO or BK

-Claim is for xxxx (hours) or xxxx (miles)

-Remarks are required:

*Example remarks 1:*

*(your specific situation may be different.)*

*Referencing Article 6, Section D, Part 1, Paragraph a, I am claiming 82 miles difference in pay in class 25 service account I stood first out on {assignment CW01} and was not called in order. Assignment {CG02} was called for {train xxxPAxx} of MM/DD/YYYY at {time}, which deadheaded from Linwood to Hurt & returned on train, a distance of 260 miles. My assignment was later called for {train xxxPAxx} of MM/DD/YYYY, on duty at {time} & earned only 178 miles this calendar day on a straight one way trip to Roanoke. Claim is for the difference in mileage between the two assignments.*

*Example remarks 2:*

*(your specific situation may be different.)*

*Referencing Article 6, Section D, Part 1, Paragraph a, I am claiming 2 hours at over time rate in class 25 service as difference in pay, account I stood first out on {assignment LL01} and was not called in order. Assignment {LL02} was called for {train xxxP2xx} of MM/DD/YYYY at {time} which made two hours overtime. My assignment was later called for {train xxxP2xx} of MM/DD/YYYY at {time} & earned only 152 miles this calendar day on a straight one way trip from Linwood to*

*Lynchburg without any overtime. Claim is for the difference in hours (overtime) between the two assignments.*

Reference: 1998 Conductor's Agreement Article 6, Section D, Part 1, Paragraphs a or b. (Note: there are different provisions for pay for Road Trainmen; see Article 6, Section D, Part 2.)

*Supporting Documents:*

*\*Printout of the last ticket you worked, showing off duty time.*

*\*Printout of the last ticket the assignment ran around you worked, showing their off duty times.*

*\*Printout of the pool standing when you were run around.*

*\*Printout of the ticket for which you should have been called to work.*

*\*Printout of the ticket when you finally went to work.*

*\*Printout of your earnings from the trip you made.*

### **No second supper -Claim Code LO**

When working a yard assignment, you are due a second lunch /supper period, six hours after the end of your first lunch /supper period. (This claim pays about \$12.00 currently.)

*Example 1: Yard assignment went on duty at 07:00A. The first lunch period occurred between 11:30A -11:50A. You worked from 11:50A until 5:50P (six hours) and tied up at 5:50P. You're due an LO since you worked six hours without a 20 minute lunch /supper break.*

*Example 2: Yard assignment went on duty at 07:00A. The first lunch period occurred*

*between 01:00P –01:20P. You then worked from 01:20P until 07:00P & were relieved from responsibility at 07:00P. However, if you're not off duty until 07:20P or later (computers down, taxi within yard, finishing paperwork on a local,) you may claim an LO since you weren't off duty six hours after your first meal period. (You're also due an LS in this example as well.)*

How To: On the first screen of your tie up, enter your FIRST meal period in the upper right under "1<sup>st</sup> Meal." In the blanks just below that, "2<sup>nd</sup> Meal," type none in the first blank. On the next, or second screen of your tie up, Enter an LO in the CD column of your tie up screen. Remarks are not necessary.

Reference: The Green Book, Page 26.

Supporting Documents:

\*Printout of the ticket you worked, showing the meal period times.

### **Penalty Claim –Claim Code PE**

The penalty claim is a "catch all" claim, usually for which no claim code is associated. There can be many situations for which a Penalty Claim is appropriate, too numerous to list here. If, after reviewing the applicable claim codes in this guide & in "The Green Book," you can not find the appropriate claim code, use a PE. And enter the appropriate hours or miles you are claiming. PLEASE, be concise & thorough in your remarks, listing all applicable information, and be clear as to what you are claiming & why. It is also most helpful in getting your claim paid if you can reference the applicable articles in

your agreement that are the basis for your claim.

How To:

(Under option 7 Miscellaneous Claim)

PE is the claim code

-Class of service

-Occupation CO or BK

-Claim is for 0x00 (hours) or 0x00 (miles)

-Remarks are required

Supporting Documents:

\*Printout anything you feel is even remotely relevant.

### **Personal Auto Mileage**

#### **-Claim Code AD**

When you choose to drive your personal vehicle from your home terminal to an away from home terminal instead of a railroad provided taxi, you are due \$0.36 cents per mile driven. The miles you drive are computed / paid by rail miles, not highway miles.)

How To:

(Under option 7, Miscellaneous Claim)

Claim Code is AD

Class of Service (will be the same as the assignment you've deadheaded /driven to work,)

Occupation code CO or BK

Claim is for xxxx (miles) the amount of miles driven.

It's always a good idea to type remarks explaining the assignment you were called to work & list the mileage you've driven.

*Example Remarks: Called to work P01P2xx on MM/DD/YYYY off the Linwood C1 Extraboard & drove from Linwood –Pomona 39 miles one way to work, & Pomona – Linwood 39 miles one way, return to home terminal, Linwood for a total of 76 miles driven in my personal vehicle deadheading to & from this assignment.)*

Supporting Documents:

\*Printout of the deadhead ticket you deadheaded TO work on, showing the on & off duty times & miles claimed.

\*Printout of the train's ticket you worked, showing the on & off duty times.

\*Printout of the deadhead ticket you deadheaded FROM work on, back to your home terminal, showing the on & off duty times & miles claimed.

**Riding a shove in excess of 2 miles  
-Claim Code PE**

Conductors are due 2 hours pay in the class of service they are working in when they are required to ride a shove for 2 miles or more without a caboose. This may apply to work trains & Goldsboro Coal trains as an example.

How To:

(Under option 7 Miscellaneous Claim)

-Class of service (same class as your train the shove move occurred.)

-Occupation CO or BK

-Claim is for 0200 (hours)

-Remarks are required:

*Example remarks:*

*Referencing Article 12, Section A, Part 7 of the 1998 Conductor's Agreement, I am claiming 2 hours pay at class {\_\_\_} rate*

*account while working train {xxxP2xx} of MM/DD/YYYY, in class {\_\_\_} service, I was required to ride a shove move on the side of a freight car for of a distance of { X } miles in order to {clear the main track, pick up cars, run around train, shove in yard, spot industry, etc.} (If applicable state who directed you to ride the shove for this distance & their position.)*

\*\*Unfortunately, this claim is often denied, but these are often valid claims. If your claim is denied, please forward it to your local chairman for further handling. They won't pay it if you don't claim it. Referencing Article 12, Section A, Part 7 of the 1998 Conductor's Agreement.

Supporting Documents:

\*Printout of the ticket for the train you made the shove move on.

**Student conductor –Claim Code SC**

If you have a Conductor Trainee (aka student conductor,) you are due a \$10 claim for teaching him or her for each trip they are with you. (This claim does not apply to promoted, "marked up" conductors brakemen, utility men, etc. making refresher or retraining runs.)

How To: Enter SC under the CD column of your tie up screen. No remarks are necessary.

Reference: The Green Book, Page 29.  
Personal Auto Miles (when deadheading) – Claim Code DM

Supporting Documents:

\*Printout of the ticket(s) where you had a student conductor / trainee.

## **Used Off Assigned Territory -UA**

When in pool freight service, (AY, BT, EC, CG, CW, LC, LL, RC, etc.) you have certain limits for which that particular run (or train) is bulletined to operate within (See the Assigned Territory Limits matrix for these limits.) Going beyond those limits constitutes being “used off assigned territory” (for that pool or run) and you are due an 8 hour basic day’s pay for going beyond those established limits.

Common examples include, but are not limited to:

EC Pool –Linwood –Raleigh, MP H–81; anything EAST of MP H–81 gets you 8 hours pay.

LL & LC Pools: Linwood –Rivermont, MP 170; anything NORTH of MP 170 gets you 8 hours pay.

CG, CW, & RC: anything EAST of Fields, MP H–0.6; gets you 8 hours pay.

\*Work Trains have no assigned limits.

\*Yard assignments, for post 85 employees, may claim a UA or PE for going beyond certain limits, however, it will be declined, & if valid, paid under an OS.

### How To:

(Under option 7 Miscellaneous Claim)

–Claim Code is UA

–Class of service (same class as the assignment which you worked.)

–Occupation CO or BK

–Claim is for 0800 (hours)

Remarks are required:

*Example Remarks 1:*

*Claiming 8 hours pay at class {30} rate account, while working as {conductor} on {pool ID (EC01, etc.)} on train {846P215} of*

*MM/DD/YYYY, because we operated the train from Pomona, MP 287 {station & milepost} to Goldsboro, MP H–130 {station & milepost}, per instructions from {trainmaster \_\_\_\_\_, chief dispatcher \_\_\_\_\_, yardmaster \_\_\_\_\_} which is beyond the bulletined limits for EC {---} pool crews; thus due an 8 hour penalty in the applicable class of service.*

*Example Remarks 2:*

*Claiming 8 hours pay at class {25} rate account, while working as {conductor} on {pool ID (CG01, etc.)} on train {352PA15} of MM/DD/YYYY, because we operated the train from Roanoke, station 10254 {station & milepost} to Raleigh, MP H–81 {station & milepost}, per instructions from {trainmaster \_\_\_\_\_, chief dispatcher \_\_\_\_\_, yardmaster \_\_\_\_\_} which is beyond the bulletined limits for CG {---} pool crews; thus due an 8 hour penalty in the applicable class of service.*

*Supporting Documents:*

*\*Printout of the ticket for the train you worked when the UA occurred.*



## **Miles vs. Time -Which should I claim?**

You're entitled whichever (miles or time) pays you the **MOST**. So, how do you actually tell the railroad you're claiming miles or time? Let's look at some common examples:

### **Work Trains, more than 130 miles:**

1. Note the class of service you're in & then refer to the "miles to overtime" conversion chart for **16.25 mph** basis.
2. Figure the miles you have run & then figure the amount of time you've been on duty.
3. If the miles pay you more, simply enter the total miles you've run on this ticket when you tie up. If overtime pays you more, enter the minimum amount of miles for this ticket; in this case you'd enter only 130 miles. (By entering the minimum mileage for this class of service, you're telling the computer to pay you the overtime, rather than the miles.)

### **Work Trains, less than 130 miles:**

1. Note the class of service you're in & then refer to the "miles to overtime" conversion chart for **12.5 mph** basis.
2. Figure the miles you have run & then figure the amount of time you've been on duty.
3. If the miles pay you more, simply enter the total miles you've run on this ticket when you tie up. If overtime pays you more, enter the minimum amount of miles for this ticket; in this case you'd enter only

100 miles. (By entering the minimum mileage for this class of service, you're telling the computer to pay you the overtime, rather than the miles.)

### **Pools and Locals with an Established Trip Rate:**

With the advent of "trip rates," any extra miles you may run in a given pool are "free to the carrier..." you don't get anything extra for any extra miles you may run. Overtime starts after a set period in a given pool, based on the old time verses miles system; i.e. overtime starts at the same time it always has been under the old system, but you won't receive any extra compensation for any extra miles you may run. Refer to the "Assignment Matrix" included in this guide to see when overtime starts for a particular assignment.

**Assignment Matrix**

Pool	Job #	On Duty Place	On Duty Time	Show Up or Call	Class	Miles	OT Starts After	Off Day(s)	Assignment Limits	Notes
AL	P05	287	06:30A	S/U	40	88	08:00	Su	Greensboro (MP 286) to Asheboro (MP M-30)	
AY	P10	287	06:00A	S/U	41	113	09:02	Su	MP 274 to MP 288.7 MP H-0.0 to MP H-4.3 MP K-0.0 to MP K-1.5 Pomona to MP CF-123.7	
BG	P07	H55	08:00A	S/U	40	100	08:00	Sa, Su	Coming Soon	
BJ	P23	S11	07:00A	S/U	40	100	08:00	Sa, Su	MP L-11 to MP L-53 MP O29 to MP O-21	
BJ	P25	S11	09:30A	S/U	40	100	08:00	Sa, Su	MP L-11 to L-53 MP O-29 to MP O-21	
BT	P01	287	Call	Call	41	143	11:26	Sa	MP 288.7 to MP 274 MP H-0.0 to MP H-4.3 MP K-0.0 to MP K-1.5 Pomona to MP NS-265	Show up 5:59PM Sunday only
CG	Pool	323	None	Call	25	178 182	10:57 11:12	None	Linwood to Roanoke *may run via Lynchburg	
DL	P03	235	05:30P	S/U	40	100	08:00	Sa, Su	MP 232 to MP 267 MP 5.3 DW to MP 24L	
DL	P04	235	08:30A	S/U	41	130	08:00	Su	MP 174 to MP 240	
DL	P06	235	06:30A	S/U	40	100	08:00	Fr, Sa	MP 232 to MP 263 MP 5.3-DW to MP 24-L	
DL	P09	235	06:00A	S/U	43	52	08:00	Su	MP 232.5 to MP 245.3 Stokesland to Spray	
EC	Pool	323	Call	Call	30	123 127	08:00 08:00	None	Linwood to Raleigh	
GR	E27	H130	02:00P	S/U	44	152	13:17	Sa, Su	MP EC-24 to MP H-78	
LA	203 204	323	Call	Call	25	317 321	Over 18hrs	Fr, Sa, Su	Linwood to Alexandria	
LC	212 (214)	323	Call	Call	25	154 156	09:29 09:36	Work 2 Off 1	327 to 172	212 Tuesday - Saturday 214 on Sunday & Monday Only
LL	Pool	323	Call	Call	25	152 156	09:21 09:36	None	327 to 172	Claim 2 additional miles on Northbound trains swapping at Duke; OT starts 9:29
LM	213 214	323	Call	Call	25	294 295	Over 18hrs	Su, Mo, Tu	Linwood to Manassas	
LS	P02	323	08:00A	S/U	40	100	08:00	Sa, Su	North MP 274 South MP 340 + 1870 ft East MP N-0.0 + 3758 ft East MP H-4.3 East MP CF-72.5 West MP K-1.4	
PT	P84	323	Call	Call	40	100	08:00	None	Linwood to Pomona	

RC	Pool	323	Call	Call	25	178 182	10:57 11:12	Work 2 Off 1	Linwood to Roanoke *may run via Lynchburg	
RI	P20	H55	06:00P	S/U	40	100	08:00	Su	East Durham to Henderson	Show up on rest Saturday morning.
RL	E26	H81	04:00A	S/U	40	100	08:00	Su	MP H-79.3 to MP EC-9 MP NS-227.5 to MP NS-235.5	
ST	P08	287	05:30P	S/U	41	137	10:58	Su	Greensboro to Asheboro Greensboro to Linwood	
WS	P21	14122	06:30A	S/U	40	100	08:00	Su	Rural Hall to Pomona	
WS	P29	14122	06:00P	S/U	40	100	08:00	Fr, Sa	Rural Hall to Pomona	On Duty 07:00A Sunday Only

**Personal Auto Mileage Chart** \*mileage is paid using rail miles, not highway miles

	Danville	Durham	Greensboro	Linwood	Lynchburg	Raleigh	Winston
Danville	X	103	48	87	63	129	81
Durham	103	X	55	94	166	26	88
Greensboro	48	55	X	39	111	81	33
Linwood	87	94	39	X	151	120	30
Lynchburg	63	166	111	151	X	192	144
Raleigh	129	26	81	120	192	X	114
Winston	81	88	33	30	144	114	X

1. To find the mileage between two points on NS, log in to Realtime ("a" on the horse screen)
2. Type: miles (press enter)
3. Enter your user name & password when prompted
4. Tab the cursor to "mileage inquiry" at the top of the second column & press enter
5. Enter both the origin and destination city or (railroad locations)
6. Press the "F6" key to see the rail mileage ("NS Miles.")

**Freight Miles to Time: 100 -261 miles in length on speed basis 12.5 miles per hour.**

Miles	Hours	Minutes	Miles	Hours	Minutes	Miles	Hours	Minutes
100	08	00	154	12	19	208	16	38
101	08	05	155	12	24	209	16	43
102	08	10	156	12	29	210	16	48
103	08	14	157	12	34	211	16	53
104	08	19	158	12	38	212	16	58
105	08	24	159	12	43	213	17	02
106	08	29	160	12	48	214	17	07
107	08	34	161	12	53	215	17	12
108	08	38	162	12	58	216	17	17
109	08	43	163	13	02	217	17	22
110	08	48	164	13	07	218	17	26
111	08	53	165	13	12	219	17	31
112	08	58	166	13	17	220	17	36
113	09	02	167	13	22	221	17	41
114	09	07	168	13	26	222	17	46
115	09	12	169	13	31	223	17	50
116	09	17	170	13	36	224	17	55
117	09	22	171	13	41	225	18	00
118	09	26	172	13	46	226	18	05
119	09	31	173	13	50	227	18	10
120	09	36	174	13	55	228	18	14
121	09	41	175	14	00	229	18	19
122	09	46	176	14	05	230	18	24
123	09	50	177	14	10	231	18	29
124	09	55	178	14	14	232	18	34
125	10	00	179	14	19	233	18	38
126	10	05	180	14	24	234	18	43
127	10	10	181	14	29	235	18	48
128	10	14	182	14	34	236	18	53
129	10	19	183	14	38	237	18	58
130	10	24	184	14	43	238	19	02
131	10	29	185	14	48	239	19	07
132	10	34	186	14	53	240	19	12

133	10	38	187	14	58	241	19	17
134	10	43	188	15	02	242	19	22
135	10	48	189	15	07	243	19	26
136	10	53	190	15	12	244	19	31
137	10	58	191	15	17	245	19	36
138	11	02	192	15	22	246	19	41
139	11	07	193	15	26	247	19	46
140	11	12	194	15	31	248	19	50
141	11	17	195	15	36	249	19	55
142	11	22	196	15	41	250	20	00
143	11	26	197	15	46	251	20	05
144	11	31	198	15	50	252	20	10
145	11	36	199	15	55	253	20	14
146	11	41	200	16	00	254	20	19
147	11	46	201	16	05	255	20	24
148	11	50	202	16	10	256	20	29
149	11	55	203	16	14	257	20	34
150	12	00	204	16	19	258	20	38
151	12	05	205	16	24	259	20	43
152	12	10	206	16	29	260	20	48
153	12	14	207	16	34	261	20	53

**Freight Miles to Time: 130 -291 miles in length on speed basis 16.25 miles per hour.**

Miles	Hours	Minutes	Miles	Hours	Minutes	Miles	Hours	Minutes
130	08	00	184	11	19	238	14	39
131	08	04	185	11	23	239	14	43
132	08	07	186	11	27	240	14	46
133	08	11	187	11	30	241	14	50
134	08	15	188	11	34	242	14	53
135	08	19	189	11	38	243	14	57
136	08	22	190	11	42	244	15	01
137	08	26	191	11	45	245	15	05
138	08	29	192	11	49	246	15	08
139	08	33	193	11	53	247	15	12
140	08	37	194	11	56	248	15	16
141	08	41	195	12	00	249	15	19
142	08	44	196	12	04	250	15	23
143	08	48	197	12	07	251	15	27
144	08	52	198	12	11	252	15	30
145	08	55	199	12	15	253	15	34
146	08	59	200	12	19	254	15	38
147	09	03	201	12	22	255	15	42
148	09	07	202	12	26	256	15	45
149	09	10	203	12	29	257	15	49
150	09	14	204	12	33	258	15	53
151	09	17	205	12	37	259	15	56
152	09	21	206	12	41	260	16	00
153	09	25	207	12	44	261	16	04
154	09	29	208	12	48	262	16	07
155	09	32	209	12	52	263	16	11
156	09	36	210	12	55	264	16	15
157	09	40	211	12	59	265	16	19
158	09	43	212	13	03	266	16	22
159	09	47	213	13	07	267	16	26
160	09	51	214	13	10	268	16	29
161	09	55	215	13	14	269	16	33
162	09	58	216	13	17	270	16	37

163	10	02	217	13	21	271	16	41
164	10	05	218	13	25	272	16	44
165	10	09	219	13	29	273	16	48
166	10	13	220	13	32	274	16	52
167	10	17	221	13	36	275	16	55
168	10	20	222	13	40	276	16	59
169	10	24	223	13	43	277	17	03
170	10	28	224	13	47	278	17	07
171	10	31	225	13	51	279	17	10
172	10	35	226	13	55	280	17	14
173	10	39	227	13	58	281	17	17
174	10	43	228	14	02	282	17	21
175	10	46	229	14	05	283	17	25
176	10	50	230	14	09	284	17	29
177	10	53	231	14	13	285	17	32
178	10	57	232	14	17	286	17	36
179	11	01	233	14	20	287	17	40
180	11	05	234	14	24	288	17	43
181	11	08	235	14	28	289	17	47
182	11	12	236	14	31	290	17	51
183	11	16	237	14	35	291	17	55