Crew Management Centre Suite 302, 277 Front St W Toronto, Ontario

17 December 1991

File: 3900 - 2

Regional Circular No. - C.M.C. - 001 (REVISED)

Subject:

Submission of Guarantee and Incumbency Claims

To:

RUNNING TRADES EMPLOYEES

Effective Pay Period 01, 1992 as per the MEMORANDUM OF AGREEMENT pertaining to Conductor Only - Crew Consist, all Guarantee claims (4.16 Agreement) will be paid within the current pay period.

Incumbency claims will continue to be paid on the first day after the subsequent twenty-eight (28) day period.

Please be aware that a new "GUARANTEE/INCUMBENCY" SUBMISSION FORM has been produced.

All employees submitting for a guarantee or incumbency claim are to utilize this new form effective with pay period 01, 1992.

Effective Pay period 03, 1992 time returns will no longer be accepted for Guarantee and Incumbency claims.

Pay Period 27, 1992 will be treated as a "STAND ALONE" fourteen (14) day claim and is not to be combined with Pay Period 01, 1993 as a twenty-eight (28) day guarantee or incumbency claim.

This new form may be used when submitting for multiple guarantees within a twenty-eight (28) period or multiple incumbencies within a twenty-eight (28) period but guarantee claims must be kept separate from incumbency claims.

(eg. One form for Guarantee - Another form for Incumbency)

Forms will be available at all terminals for employees' initial submissions.

For subsequent submissions, employees will receive a blank Submission Form along with an Employee Form pertaining to the prior claim processed.

The following information is intended to clarify and augment previous instructions regarding the submission of guarantee and incumbency claims, and where these instructions differ from previous instructions, the following will apply:

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Submission of Guarantee Claims

The guarantee period will consist of two (2) consecutive payroll periods - twenty-eight (28) days - commencing with payroll period 01 each year, and <u>submission forms</u> for guarantee claims must have the following information included: (See Sample Attached)

- 1. The type(s) of guarantee(s) claimed. (eg. Check off the appropriate guarantee type(s))
- 2. The payroll periods included in the guarantee claims.
- 3. Amount of estimated compensation paid for each payroll period.
- 4. The total estimated amount of all guarantee payment(s) claimed in dollars.
- 5. Guarantee claims must be dated the last day of the twenty-eight day (28) pay period claim (eg. claim for period 01 and 02 must be dated the last day of period 02).
- 6. On the lower portion of the submission form entitled "Work History", list the days of the payroll periods included in the guarantee period claimed and show:
 - (a) Assignment worked with amount;
 - (b) Available, not required;
 - (c) Not available with reason;
 - (d) General Holiday with amount;
 - (e) Unproductive claim with reason and amount.

Note Leave of Absence account Company Business must be identified with the reason for such Company Business

- 7. Submission forms for fourteen (14) day claims and guarantee claims must have the information requested for submission of guarantee claims.
- Note. All guarantee claims are payable in the <u>Current Pay Period</u> provided the claim is submitted on the last day of that period, as dated. DO NOT WAIT FOR YOUR STATEMENT OF EARNINGS TO FILE YOUR GUARANTEE CLAIM.

Faxmittal copies will be accepted provided the original is received in the Crew Management Centre within the subsequent Pay Period.

Fax # 1-800-387-1768.

Subsequent Guarantee Claims will not be processed until receipt of original.

Further clarification or understanding may be obtained from: Supervisor - Crew Claims Local (416) 860 - 2259 or 1-800-668-7372

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Submission of Fourteen (14) Day Guarantee Claim

The Memorandum of Settlement of 27 June 1982 provided for an agreement to allow employees entitled to a guarantee payment to average their earnings by claiming 1/2 of the twenty-eight (28) day guarantee on a payroll period basis subject to the following conditions:

- 1. The maximum claim on a fourteen (14) day basis is 1/2 of the twenty-eight (28) day claim.
- 2. A claim of fourteen (14) day basis can be submitted only for the first payroll period of a twenty-eight (28) day guarantee period. (*Odd Period* >> 01, 03, 11 etc).
- 3. An employee submitting for a fourteen (14) day period, MUST SUBSEQUENTLY SUBMIT A CLAIM FOR THE TWENTY-EIGHT (28) DAY GUARANTEE WHICH INCLUDES THE FOURTEEN (14) DAY CLAIM PERIOD. FUTURE CLAIMS WILL NOT BE PROCESSED UNTIL A TWENTY-EIGHT (28) DAY CLAIM IS RECEIVED.
- 4. The basis for guarantee payments remains at twenty-eight (28) days commencing with an **odd** numbered payroll period (eg. period 01 & 02; period 11 & 12 etc).
- 5. When a fourteen (14) day claim has been submitted, the subsequent twenty-eight (28) day guarantee claim must be calculated for the twenty-eight (28) day guarantee period, and the amount received for the fourteen (14) day claim must be deducted from the total twenty-eight (28) day claim.
- 6. Guarantee claims must be dated the last day of the pay period claimed. (eg. 14 day claim for period 03 dated last day of period 03).
- 7. Submission forms for fourteen (14) day claims and guarantee claims must have the information requested for submission of guarantee claims.
- Note. All fourteen (14) dayts guarantee claims are payable in the <u>Current Pay Period</u> provided the caim is submitted on the last day of that period, as dated.

 DO NOT WAIT FOR YOUR STATEMENT OF EARNINGS TO FILE YOUR GUARANTEE CLAIM.

Faxmittal copies will be accepted provided the original is received in the Crew Management Centre within the subsequent Pay Period.

Fax # 1-800-387-1768.

Subsequent Guarantee Claims will not be processed until receipt of original.

Further clarification or understanding may be obtained from: Supervisor - Crew Claims Local (416) 860 - 2259 or 1-800-668-7372

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Submission of Incumbency Claims

The incumbency period will consist of two (2) consecutive payroll periods - twenty-eight (28) days - commencing with payroll period 01 each year, and <u>submission forms</u> for incumbency claims must have the following information included: (See Sample Attached)

- 1. The type(s) of incumbency(s) claimed. (eg. Check off the appropriate incumbency type(s))
- 2. The payroll periods included in the incumbency claims.
- 3. Amount of estimated compensation paid for each payroll period.
- 4. The total estimated amount of all incumbency payment(s) claimed in dollars.
- 5. Incumbency claims must be dated the first day of the twenty-eight day (28) pay period subsequent to the incumbency claim.

 (eg. claim for period 01 and 02 must be dated the first day of period 03).
- 6. On the lower portion of the submission form entitled "Work History", list the days of the payroll periods included in the incumbency period claimed and show:
 - (a) Assignment worked with amount;
 - (b) Available, not required;
 - (c) Not available with reason;
 - (d) General Holiday with amount:
 - (e) Unproductive claim with reason and amount.

Note Leave of Absence account Company Business must be identified with the reason for such Company Business

7. Submission forms for fourteen (14) day claims and guarantee claims must have the information requested for submission of guarantee claims.

Note. All incumbency claims are payable in the <u>Subsequent Pay Period</u> provided the claim is submitted on the last day of that period, as dated.

DO NOT WAIT FOR YOUR STATEMENT OF EARNINGS TO FILE YOUR INCUMBENCY CLAIM.

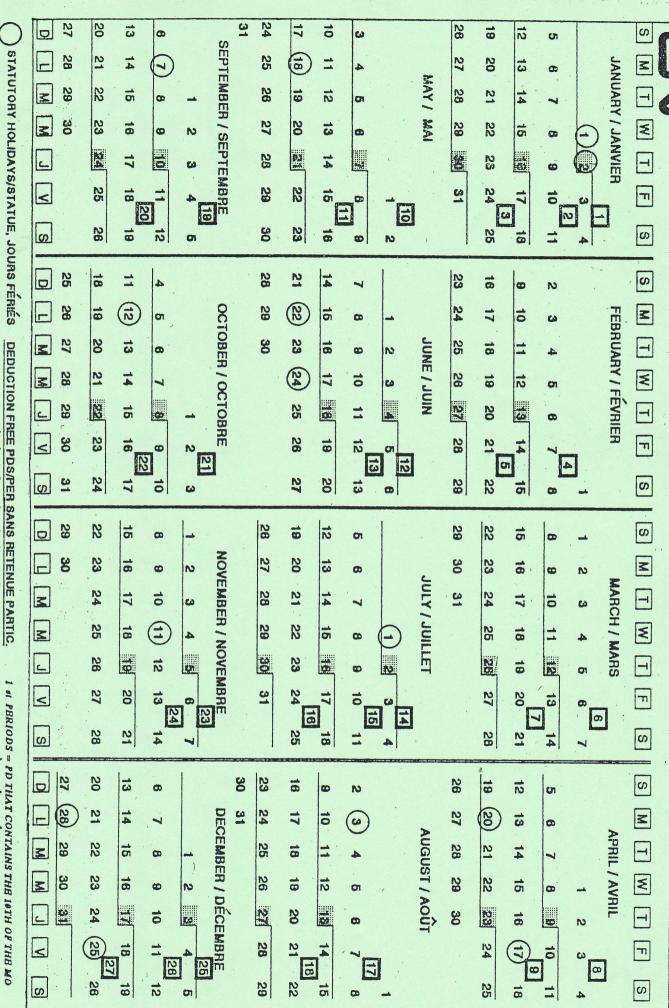
Faxmittal copies will be accepted provided the original is received in the Crew Management Centre within the subsequent Pay Period.

Fax # 1-800-387-1768.

Subsequent Incumbency Claims will not be processed until receipt of original.

Further clarification or understanding may be obtained from: Supervisor - Crew Claims Local (416) 860 - 2259 or 1-800-668-7372 B.J. Hogan Manager Crew Management Centre Toronto, Ontario

(List 122; 137; 105; 10)



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Produced by System Payroll Office

Produit par Comptabilite Fécuille de Paic

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CN Great Lakes Region - Guarantee/ Incumbency Submission Form

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CN Great Lakes Region - Guarantee/ Incumbency Submission Form

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CN Great Lakes Region - Guarantee/ Incumbency Submission Form

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