

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:



### 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 submission forms 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 Current Pay Period 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**



**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) days guarantee claims are payable in the Current Pay Period 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**



**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 **submission forms** 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 **Subsequent Pay Period** 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)**





S  
M  
T  
W  
T  
E  
S

## APRIL / AVRII

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

## AUGUST / AOÛT

2	4	5	6	7	8	9
3						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER / DÉCEMBRE

[illegible]

1.1 PERIODS = PD THAT CONTAINS THE 14TH OF THE MO

LA PREMIÈRE PÉR = PÉR INQUIANT 18 10 DU MOIS

2<sup>nd</sup> PERIODS = PERIOD THAT CONTAINS 2<sup>4TH</sup> OF THE MO

LA DEUXIEME PÉR = PÉR INCLUANT LE 24 DU MOIS

*Produced by System Payroll Office*

Produit par Comptabilité Feuille de Paie

**Produced by System Payroll Office**  
**Produit par Comptabilité Feuille de Paie**



SRB \_\_\_\_\_ Surname \_\_\_\_\_  
 \_\_\_\_\_ Inits \_\_\_\_\_  
 \_\_\_\_\_ Terminal \_\_\_\_\_  
 \_\_\_\_\_ Current Pay At Point \_\_\_\_\_  
 \_\_\_\_\_ UTU % Level \_\_\_\_\_

Conductor - Through Freight	Brakeman - Through Freight
Conductor - Road Switcher	Brakeman - Road Switcher
Conductor - Spareboard	Road / Joint Spareboard
Furlough Board	Yard Spareboard

14 Day Period: - Period \_\_\_\_\_ Estimated Earnings: \_\_\_\_\_  
 28 Day Period: - Period \_\_\_\_\_ Estimated Earnings: \_\_\_\_\_

- Period \_\_\_\_\_ Earnings: \_\_\_\_\_

[illegible]

<u>Date</u>	<u>Description</u>	<u>Estimated Earnings</u> <u>or Penalties</u>
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[illegible]

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Estimated Amount Claimed:



# CN Great Lakes Region - Guarantee/ Incumbency Submission Form

SRB 911100 Surname DOE Initials JA Terminal HAMILTON Current Pay At Point 0886 UTU % Level 100%

## Claiming: (Class of Service)

Conductor - Through Freight ☐ Brakeman - Through Freight ☐  
 Conductor - Road Switcher ☒ Brakeman - Road Switcher ☐  
 Conductor - Spareboard ☒ Road / Joint Spareboard ☐  
 Furlough Board ☐ Yard Spareboard ☐

VIA Incumbency ☐ CASO Incumbency ☐  
 Crew Consist Incumbency ☐ Windsor Boat Yard Incumbency ☐  
 Fort Erie Incumbency ☐ Car Retarder Incumbency ☐

## Claiming:

14 Day Period: - Period            Estimated Earnings:            ☒ 28 Day Period: - Period 01 Estimated Earnings: \$ 1347.50 ☒

- Period 02 Earnings: \$ 1488.93 ☒

## Work History:

Date	Description	Estimated Earnings or Penalties	Date	Description	Estimated Earnings or Penalties	Date	Description	Estimated Earnings or Penalties
Dec 20/91	389	153.80	Jan 03/92	307	137.21			
Dec 21/91	306	137.21	04/92	306	137.21			
Dec 22/91	AVAILABLE NOT REQUIRED		05/92	YARD 6720	140.02			
Dec 23/91	MISSED CALL		06/92	SICK				
Dec 24/91	AVAILABLE NOT REQUIRED		07/92	544	150.61			
Dec 25/91	-		08/92	544	150.61			
Dec 26/91	-		09/92	544	150.61			
Dec 27/91	-		10/92	544	150.61			
Dec 28/91	EXTRA YARD	137.26	11/92	REST DAY				
Dec 29/91	-		12/92	REST DAY				
Dec 30/91	-		13/92	544	150.61			
Dec 31/91	AVAILABLE NOT REQUIRED		14/92	544	150.61			
JAN 01/92	-		15/92	544	150.61			
JAN 02/92	-		16/92	544	150.61			

Employee Signature: [Signature] Date: 16 January 1992 Estimated Amount Claimed: \$ 704.30

☒ 5

☒ 4

SA M P L E C O P Y



# CN Great Lakes Region - Guarantee/ Incumbency Submission Form

SRB 91112 Surname DoE Initials FS Terminal HAMILTON Current Pay At Point 0886 UTU % Level 100%

## Claiming: (Class of Service)

Conductor - Through Freight	<input checked="" type="checkbox"/> ①	Brakeman - Through Freight	<input checked="" type="checkbox"/> ①	VIA Incumbency	<input type="checkbox"/>	CASO Incumbency	<input type="checkbox"/>
Conductor - Road Switcher	<input checked="" type="checkbox"/> ①	Brakeman - Road Switcher	<input checked="" type="checkbox"/> ①	Crew Consist Incumbency	<input type="checkbox"/>	Windsor Boat Yard Incumbency	<input type="checkbox"/>
Conductor - Spareboard	<input type="checkbox"/>	Road / Joint Spareboard	<input type="checkbox"/>	Fort Erie Incumbency	<input type="checkbox"/>	Car Retarder Incumbency	<input type="checkbox"/>
Furlough Board	<input type="checkbox"/>	Yard Spareboard	<input type="checkbox"/>				

## Claiming:

☒ ③ 14 Day Period: - Period 01 Estimated Earnings: \$ 1497.82 ☒ ③ 28 Day Period: - Period      Estimated Earnings:     

## Work History:

Date	Description	Estimated Earnings or Penalties	Date	Description	Estimated Earnings or Penalties	Date	Description	Estimated Earnings or Penalties
Dec 20/91	389	153.80						
21/91	306	137.21						
22/91	MISSED CALL							
23/91	AVAILABLE NOT REQUIRED							
24/91								
25/91								
26/91								
27/91								
28/91								
29/91								
30/91	ON COMPANY BUSINESS - RULES							
31/91	- Medical							
Jan 01/92	AVAILABLE NOT REQUIRED							
02/92	SICK							

Employee Signature: F Doe

Date: 02 January 1992

Estimated Amount Claimed: \$ 300.13

SAMPLE COPY



# CN Great Lakes Region - Guarantee/ Incumbency Submission Form

SRB 91110 Surname DoE Initials JA Terminal Hamilton Current Pay At Point 0886 UTU % Level 95%

## Claiming: (Class of Service)

Conductor - Through Freight	Brakeman - Through Freight	<input checked="" type="checkbox"/> VIA Incumbency	CASO Incumbency
Conductor - Road Switcher	Brakeman - Road Switcher	<input checked="" type="checkbox"/> Crew Consist Incumbency	Windsor Boat Yard Incumbency
Conductor - Spareboard	Road / Joint Spareboard	Fort Erie Incumbency	Car Retarder Incumbency
Furlough Board	Yard Spareboard		

## Claiming:

14 Day Period: - Period            Estimated Earnings:            28 Day Period: - Period 01 Estimated Earnings: \$ 1347.50

- Period 02 Earnings: \$ 1488.93

## Work History:

Date	Description	Estimated Earnings or Penalties	Date	Description	Estimated Earnings or Penalties	Date	Description	Estimated Earnings or Penalties
Dec 20/91	213	180.25	Jan 03/92	ON Company Business - QAT TEAM				
Dec 21/91	336	201.20	04/92	Available Not Required				
Dec 22/91	Available		05/92	Available Not Required				
Dec 23/91	D/H Taxi	150.00	06/92	203	\$197.30			
Dec 24/91	304	179.30	07/92	336	\$192.80			
Dec 25/91	Available Not Required		08/92	Sick				
Dec 26/91	Available Not Required		09/92	Sick				
Dec 27/91	Available Not Required		10/92	Available Not Required				
Dec 28/91	Available Not Required		11/92	Available Not Required				
Dec 29/91	Available Not Required		12/92	Available Not Required				
Dec 30/91	ON Company Business - QAT TEAM		13/92	Missed Call				
Dec 31/91	Available Not Required		14/92	D/H Taxi	\$150.00			
Jan 01/92	Available Not Required		15/92	212	\$210.12			
Jan 02/92	Available Not Required		16/92	Available Not Required				

Employee Signature: J DoE Date: 17 January 1992 Estimated Amount Claimed: \$ 845.72

SNAMPLE COPY