

NMC 002-09

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Subject: Rules Classes Instruction Bulletin.  
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Running Trade Employees who are required to attend Rules Classes in 2009 will please consult the appended chart when submitting their claims. Roadswitcher crews will enter RQ claims; yard crews will enter YQ claims; and everyone else will enter MQ claims.

All claims will be entered in Screen 12 in dollars and cents with no decimal point. Rules claims will not accept time or miles. Note, you must **press enter after entering the end date and time**. When you do this, the screen will fill in all your information and present you with a ticket for one dollar (100 \$) You must then type the correct amount over top of the dollar and press F5 until the screen says "record has been added to file"

Road Spareboard employees will claim the trainman rate and yard Spareboard employees will claim the conventional helper rate. Conductor spareboard employees and Foreman spareboard employees will claim CO and FO rates respectively.

As always, after entering a claim, you will verify what you entered in Screen 14. If you accidentally entered \$20. or \$2000. when you meant to enter \$200. you will correct it in Screen 17 (timeslip adjustment).

Road Crews who miss work to attend rules classes will enter a 100-mile LM claim for each tour of duty missed prior to the first day of classes. Yard crews will enter an LM claim for 8 hours. No claims will be paid for tickets after 0001. Road Crews will submit an LM claim for 100 miles if their turn is called from the AFHT after 2359 on the last day of class. Local Rules may super cede these instructions All LM claims will route to the Claims Team for processing.

Please consult your Road Manager to learn what the agreed-upon amount of time is for booking off prior to attending Rules Classes at your terminal.

CMC Audit Team
Calgary

CLASS OF SERVICE (Trainmen)		Claim Code	100%	85%	90%	95%
Yard Service						
Foreman East & West	YQ		\$ 231.44	196.72	\$ 208.30	\$ 219.87
Helper East & West	YQ		\$ 211.15	179.48	\$ 190.04	\$ 200.59
P&C Foreman East & West	YQ		\$ 238.23	202.50	\$ 214.41	\$ 226.32
P&C Helper East & West	YQ		\$ 218.24	185.50	\$ 196.42	\$ 207.33
Car Retarder Operator East	YQ		\$ 240.78	204.66	\$ 216.70	\$ 228.74
Car Retarder Operator West	YQ		\$ 240.66	204.56	\$ 216.59	\$ 228.63
Intermodal - Coquitlam	YQ		\$ 264.15	224.53	\$ 237.74	\$ 250.94
Intermodal - Calgary	YQ		\$ 248.23	211.00	\$ 223.41	\$ 235.82

Road Service		Claim Code	100%	85%	90%	95%
CO Roadswitcher West & East	RQ		\$ 226.78	192.76	\$ 204.10	\$ 215.44
BK, Roadswitcher East&West	RQ		\$ 202.21	171.88	\$ 181.99	\$ 192.10
Conductor, Freight East	MQ		\$ 223.26	189.77	\$ 200.93	\$ 212.10
Conductor, Freight West	MQ		\$ 206.89	175.86	\$ 186.20	\$ 196.55
Brakeperson, Freight East	MQ		\$ 196.35	166.90	\$ 176.72	\$ 186.53
Brakeperson, Freight West	MQ		\$ 182.34	154.99	\$ 164.11	\$ 173.22

Commuter Service		Claim Code	100%	85%	90%	95%
Commuter Service Vancouver	MQ		\$ 290.54	246.96	\$ 261.49	\$ 276.01
CO & Assist. Cond. East	MQ		Guarantee	rate *		
BK & Baggageperson East	MQ		Guarantee	rate *		

CLASS OF SERVICE (Engineers)*		Claim Code	100%	85%	90%	95%
Yard Service East & West	YQ		\$ 239.98	203.98	\$ 215.98	\$ 227.98
Roadswitcher East & West	RQ		\$ 248.20	210.97	\$ 223.38	\$ 235.79
Freight East & West	MQ		\$ 237.64	201.99	\$ 213.88	\$ 225.76
Vancouver Commuter	MQ		\$ 287.42	244.31	\$ 258.68	\$ 273.05
Intermodal - Coquitlam	YQ		\$ 271.53	230.80	\$ 244.38	\$ 257.95
Intermodal - Calgary	YQ		\$ 334.19	284.06	\$ 300.77	\$ 317.48
IFS Commuter	MQ		Guarantee	rate *		

* Step Rate Applicable

East refers to Employees east of Thunder Bay
West refers to Employees Thunder Bay and West