

CLAIMS GUIDE



BARSTOW YARD

UPDATED 11/2022

-Table of Contents-

-Table of Contents.....	1
PO - CALL AND RELEASE (PRIOR TO ON DUTY)	2
FE - FURTHER EXPLANATION.....	2
HO - HANGING ONTO SIDE OF CAR.....	2
IF - I FORGOT	2
BEAN LAW (22).....	3
HERDER RATE (23).....	3
USED OFF ASSIGNMENT (UO)	3
SWITCHING LIMITS.....	3
MISHANDLING BY CREW CALLER (MC)	4
DO – OPERATING DECISION	4
AIR HOSE CLAIM	5
KNUCLE CLAIMS	5
SUBMITTING A SPECIAL CLAIM	6
FORWARDING A DENIED CLAIM	7

AO - CALL AND RELEASE (AFTER ON DUTY)

Claim 100 miles yard rate of pay account (List time of release and by whom)

Claiming 100-mile basic day due to being called for YBAR0100 on duty time of 0730 on 122520. I was released by Barstow TM _____ at (time), I was on duty for (list hours). (List any services performed)

PO - CALL AND RELEASE (PRIOR TO ON DUTY)

If you are released prior to going on duty submit a PO claim.

You will need to enter miles (16). On duty time, released time, Barstow station, by which TM and your regular assignment. If you are on the extra board enter the job # that you were called for in the regular assignment line.

FE - FURTHER EXPLANATION

Use code FE on your working ticket anytime you need to explain something about your ticket or claim.

HO - HANGING ONTO SIDE OF CAR

If you are required to hang onto the side of a car in excess of 1 mile, claim 25 miles of pay. The claim is submitted on the working ticket using code HO. This the information you will need.

1. Car # hung onto
2. Beginning mile post
3. End mile post
4. Instructed by
5. Move continuous? **YES**
6. Who rode car?
7. Comments:

IF - I FORGOT

You can use the IF claim on your working ticket if you forgot something to claim on past tickets. You will need ticket # and date of the forgotten claim you need to submit.

BEAN LAW (22)

Yard crew are to observe a meal period between 4 HR 30 MIN and 5 HR 40 MIN from your on-duty time. Submit claim on working ticket. You will have to make sure you pay attention to the time you take your meal period. Be sure you get the TM name who instructed you to work past your meal period time.

Beans (6 miles) no meal after 5HR 40 MIN

Double beans (12 Miles) no meal after 7 hours on duty

Happy meal (62 Miles) no meal after 10 hours on duty

HERDER RATE (23)

When yard helper is instructed to hostile power from one track to another, the helper is due herder rate of pay. This is only when hostling power, not when using power to handle cars.

USED OFF ASSIGNMENT (UO)

When you are used off your regular assignment, you are due 50 miles in addition to daily rate of pay.

SWITCHING LIMITS

SUBDIVISION	PRIOR LIMITS	NEW LIMITS	MILES DUE
CAJON	MP 4.7	MP 13.7	18 MILES
MOJAVE	MP 752	MP 758	12 MILES
NEEDLES	MP 745.05	MP 735.9	20 MILES

MISHANDLING BY CREW CALLER (MC)

- **Improper Canvassing** - Claiming code MC a penalty of basic day, account crew office, under the direction of Barstow management in the high tower, failed to canvas properly before using (employee) board 8 in San Bernardino. I was rested to work the entire shift for (job #) helper on (date).
- **Calling Roadman before Yardman** - Claiming 100 miles account I stood for service and was not called. I was rested and available for call on (job#) on (date and time). Instead, they used (employee) as the foreman off of road board 7. Article 12 of the coastlines switchman's agreement states that all rested and available yardman must be canvassed before a roadman may be used, and I was the oldest, rested, and available yardman that stood for service.

DO – OPERATING DECISION

- **Junior Employee Used to Hold-Over** - This claim is similar is (MC) but code (DO) should be used within a particular yard such as Barstow. This is what should be claimed if you are not canvassed to hold-over and a junior employee is held-over when you should've been.

On (Date) I was working the (Job#, on/off duty time) the yard was being canvassed for personnel to fill empty vacancies. Employee (Name) was held over from (job#, on/off duty time) to the (Job#, on/off duty time). This is a restriction of my seniority due to the fact I am senior to (employee) and I was never approached by management and I was interested in the extra work. I am claiming 100 miles for improperly canvassing the yard.

AIR HOSE CLAIM

Air hose claims will be filled as a special claim (1B) under CA code 73 and will not go on the working ticket.

Claiming a basic day at 100 miles on (date) switch crew (Job#). I was instructed to lace the air hose for the (train ID) road crew. The road crew was on duty at (Time) hrs. switch crew made the hook with power (loco#) to (Car#) which was the portion of the train never intended for the switch crew's use. Hook time was at(time) hrs in (track #).

At this time switch crew contacted TM (Name) regarding further instructions for coupling air hoses. TM (Name) instructed switch crew (Job #) to couple air hose with the initials (). Under public law board (2245 award#44) this is a direct violation of article 13 due to the fact this event was sustained under article 13. "Switch crews will not be required to couple or uncouple air hoses for road crews in any manner".**

KNUCLE CLAIMS

Remember when this task is required to get any and all names (mechanical foreman high tower) (Carmen's' name) (TM name) track or click #, train ID, car # and the time of the penalty.

Claiming a basic day at 100 miles. On (date) I was required to change out a knuckle on (car#) on the (A/B end) in (track#) for the (train symbol). The carmen (name) were physically present. Switch crew (Job#) contacted mechanical for his initials () and also contacted trainmaster (initials) at (time). Mechanical stated that it would be easier for the switch crew to repair the knuckle rather than mechanical to lock out the track. This is inconsistent with the switch crew's assignment due to the fact that there are carmen on duty 24/7 within Barstow yard. Switch crew is claiming 100 miles basic day. Time consumed (xx mins). If you don't state time consumed, the overtime you may have accrued during your shift will be deducted from the basic day penalty time slip.**

SUBMITTING A SPECIAL CLAIM

There are claims that must be submitted as a special claim. Claims must be submitted using the proper code to ensure you get the claims paid. A claim must be submitted within 60 days the incident took place. Claims submitted beyond the 60 days are considered invalid. The 1st day following the incident is the start of the 60-day time period.

To submit your claim, use the emulator(TSS), use option 15, select 1B. Next select the category and the proper code for your claim. When giving the information for your special claim, make sure you include the on duty date and time, train symbol or job number, what happened, who instructed you to do it, where it happened, car and track number, time you started and stopped your work, and either claiming a basic day or make whole.

The screenshot shows the 'Special Claims Main Menu' interface. At the top, it displays 'CTTP0010 Train, Engine and Yard Employee Timekeeping System 02/22/21' and 'BNSF GRAJUP Special Claims Main Menu 20:28:47MT'. Below this is a form for entering claim details. A callout box explains that 'B' stands for 'Basic Day' and 'M' for 'Make Whole'. Another callout explains that 'R' stands for 'Regular Assignment' and 'X' for 'Extra Board'. A third callout lists job codes: '13 - Foreman', '14 - Helper', and '15 - Herder'. The form shows a claim for ticket report number '022221' on date '022221' with input by 'r 13 w p'. The employee information includes ID '1234567', last name '1234567', and job code '13'. The occurrence date is '022121' and the yard/job number is 'ybar210'. The home terminal is '19000' and the occurrence is '19000'. At the bottom right, it shows 'CA Code: DO' and 'Printer ID:'.

Ticket Report Number	Date of Occurrence	Input by LChm	Basic Day/Make Whole	h	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			
1234567		1234567	r	13	w	p		022121	ybar210	19000	19000			

FORWARDING A DENIED CLAIM

When a claim is declined, it must be forwarded to the local chairman. To forward a claim using the emulator(TSS) go to option 15, option 3. All of your declines will be listed. Enter F in the space next to the claim, in front of the declined claim to forward to the local chairman. Enter the local chairman code at the bottom of the page. Press F1 to see list of all local chairman.

- Gina Kruizenga - 042

```

CTTP0004      Train, Engine and Yard Employee Timekeeping System  02/22/21
BNSF GRAJUP      Employee Decline Pick List                        20:32:43MT

Act  Timekeeping  Rev On Dty Yard Job No/  Dec  --Employee--- ---Chairman--
Cd  Declination Nbr  No  Date  Train No      Org  Review Forwrd Review Forwrd
- 021221 - LG3172  00  021121 Y BAR2032 11A  T
- 011721 - WR3605  00  122520 YBARR304  *      010421 021721 021721
- 123120 - LG3172  00  122520 Y BAR3101 27A  T
- 123020 - LG3172  00  122520 Y BAR1062 24A  T 010421
- 123020 - LG3172  00  122520 Y BAR1062 24A  T
- 123020 - WR3200  00  122520 YBARR310  *      010421 021721 021721
- 122920 - LG3171  00  122420 Y BAR1062 24A  T
- 122920 - LG3301  00  122420 Y BAR3042 24A  T
- 122920 - LG3301  01  122420 Y BAR3042 24A  T
- 122920 - LG3579  00  122620 Y BAR3101 26A  T
- 122820 - LG3085  00  122320 Y BAR5111 23A  T
- 122220 - LG2745  00  122220 Y BAR5111 21A  T 122720
- 110620 - WR5808  00  110620 YBARR304  *

R = Review  P = Print Only  D = Delete  Q = Ask Comp Systems Page: 1  More: Y
F = Print, Forward To Chairman _____, with Remarks      Printer ID:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main                                Bkwd  Frwd                                Prev
  
```