

BULLETIN INFORMATION

DATE:	August 24, 2023	TYPE:	Information	NUMBER	024-23
SUBJECT:	Bulletin for T&E for Submitting H2 Claims				

DETAILS

Attention All T&E Employees,

Please be reminded that employees submitting H2 claims must submit these claims as soon as the meeting is completed. With the new changes that came into effect May 25th, 2023, it is critical that these claims are accurate for exact time worked to ensure employees' time is properly accounted for.

Improperly submitting these claims will have an impact on the 60 hour max clock for the previous 7 days worked, as well as potentially impacting the reset period of 2 consecutive nights at home between the hours of 22:00 and 08:00.

See example below of the information required when submitting H2 claims.

Upon submitting the claim, the employee will be subject to 10 hrs mandatory rest from the 'END DATE/TIME' indicated on the claim.

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NON-WORKING MISCELLANEOUS CLAIM                                PST570
                                                                23/08/24 11:21

EMPLOYEE NUMBER: 000123456
CLAIM CODE       : H2      CLAIM DESC: HELD CO. SERVICE AD HOC ($)
START DATE/TIME : 230824 - 0100
COPY CLAIM END DATE/TIME: 230824 - 0900
=====
JOB TYPE       : 04      JOB DESC: THROUGH FREIGHT
CURRENT ASSIGNMENT: DISTRICT : 4C      SUB-DISTRICT: MH
ASGN TYPE     : P      (A=YARD/LOCAL P=POOL S=SPARE)
ASSIGNMENT    : WEWE34EN
COPY CLAIM REQUESTED AMOUNT: ( $$$$C )
THE EMPLOYEE WHO REPLACED YOU IS:

YOUR CLAIM IS - AMOUNT: 10000 TYPE: $ ( $ = MONEY M = MILES T = TIME )
<<< REMARKS >>>
H2 CLAIM FOR XXXXXXXX

ENTER=INQUIRE  PF1=HELP  PF3=EXIT  PF5=UPDATE  PF10=LIST CLAIM CODES
RECORD WAS ADDED TO FILE, VERIFY AMOUNT IN TIMESLIP INQUIRY          R002-1
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4. Shared Responsibility

- 4.1 Managing fatigue is a shared responsibility between a railway company and its employees.
- 4.2 Railway companies are responsible for:
 - a. managing employees in a manner that provides them with adequate sleep opportunity in order to return to work fit for duty;
 - b. developing and implementing a fatigue management plan consistent with fatigue science and the requirements of this Rule;
 - c. providing scheduled employees with their schedule in accordance with this Rule;
 - d. providing employees with the training required under this Rule;
 - e. providing accommodations in accordance with this Rule;
 - f. recording duty period time data; and
 - g. verifying the company’s compliance with these Rules.

4.3 Employees are responsible for:

- a.** being fit for duty; Definition: Fit for duty
- b.** making effective use of rest periods and breaks in order to obtain adequate rest;
- c.** in accordance with the railway company's fatigue management plan, reporting:
 - (i)** before or during a duty period, when they believe they are fatigued or not fit for duty; and
 - (ii)** any situation that may present a fatigue-related risk that may affect safe railway operations;
- d. reporting all duty period time;**
- e.** completing all training provided by the railway company under this Rule and applying the principles of the training;
- f.** complying with the railway company's fatigue management plan; and
- g.** complying with these Rules

Please govern yourselves accordingly.

Crew Management Centre