



BULLETIN INFORMATION

April 6, 2023	TYPE: Information	NUMBER: LR-007-23
SUBJECT: Work Train Tie-up Guide – Re-issued		

Attention – All Canadian T&E Employees

Below is a guide to assist crews when tying up work trains as per Article 12 of the Consolidated collective Agreement.

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TIE UP SCREEN
PSTS07B
TRAIN: (    -    ) OF:    -    ROUTE:    COND-ONLY:
METHOD OF PAY:
TRAIN ORIGIN STN:    TURN OR WRK>DH STN: 5    TIEUP STN :
DOMTS : 1    HELD OUT:    AOMTS DATE-TIME : 3    -
WRK BEGAN: 2    HELDAWAY:    RELVD RESP DATE-TIME: 4    -

  TRAIN > 3000 WORK FINAL ACTUAL    SWITCH F-125
  LENGTH HRSPWR UNITS INSPC MILES    ENRTE FAXED
  (    ) (    ) (    ) (    ) (    )    (    ) (    )

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- DOMTS** – If departed OMTS with train at initial terminal enter time here.
- WRK BEGAN** – If taxied into service outside of the origin terminal enter time here.
- AOMTS** – If arrived OMTS with train at final terminal enter date and time here.
- RELVD RESP** – If picked up / relieved by taxi enter date and time here.
- TURN STN** – If relieved enroute, station number of relief point or work point is required here.

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PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK:    1050 1310                                2010
TIME : 00                                0220    0000    0000    00
MILES: 00                                029 100 000 000    000    00    0195

<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP    JOB TYP: 12    CO ONL:    RUN MLS: 6    FNL INS:
ORDER -W    -A    OFF DTY:    REQ BK:    WRK HRS: 7    WRK UNT:
  -D    -R    TRN LNG:    SH @OT:    TRN MLS:    HRS PWR:
START RL    RETURN RL    HLD OUT:    RTE CDE:    NG?:
RM    RM    RM    RM
(    ) (    ) (    ) (    )
START OMTS2 DEPT    ARR TURN    DEPT TURN    OMTS2 ARR
RETRN OMTS2 DEPT    ARR TURN    DEPT TURN    OMTS2 ARR    TAXI ARR

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- RUN MLS** – Enter run miles (track miles traveled on your train going to and from work location). Does not include mileage while occupied in work train service.
- WRK HRS** – Enter time occupied in work train service (Maintenance or betterment work, wrecking train, snowplowing, or spreader service. Note: work hours go into the minimum day).

Claim Entitlement (by indicated Claim Code)

CT / EC – Co-only premiums such as terminal and enroute switching are allowed if applicable.

OM – As per Art. 3.01 off main claims are not payable in work train service.

TJ – Turn time cannot overlap, or be combined with work hours.

HR – As per Art. 12.10 crews are entitled to 100 miles for handling revenue cars. Revenue cars must have nothing to do with work train, or be in connection with the work service performed.

In order to receive payment for a HR claim, employee remarks must include all of the following:

- 1) the revenue car number(s)
- 2) nature of the revenue car move (s) you were required to make
- 3) time frame (e.g. from 0900 – 10:15)
- 4) relevant track names
- 5) name of the manager who instructed you to make the revenue car moves

EM – As per Art. 12.12 Engineers are entitled to 15 minutes of pay when laid up at any point without any regular shop staff. This is to cover any necessary repairs and get engine ready. This payment only applies in work train service.

Important Note: The above information is current as of April 5, 2022 however, you are your own timekeeper and therefore responsible for your timeslips (even if submitted by a fellow employee). You must make every effort to understand and correctly apply the Collective Agreement, Method of Pay and Local Agreements in effect.

Labour Relations
T&E Payroll Audit
Canadian Pacific