

	November 1, 2023	TYPE:	Information	NUMBER:	LR-014-23
SUBJECT:	Valid Employee Information Bulletins				

DETAILS

Attention – All Canadian TCRC Represented T&E Employees

When you encounter any instructional bulletin or document, be aware of the source. Is it a valid CMC, LR, or other Company communication? If so, the source will be clearly marked in either the Header and/or in a signature at the foot of the document.

Be cautious when referring to any document, particularly those relating to wage claim submissions or a local rule, that are not from an official company source and remember:

- A Local Rule is not valid unless it is in writing and approved by the General Manager and the TCRC General Chairman.
- All of your responsibilities under the Honour System of Pay remain in force

If your actions violate the Honour System under the Honour System Manual and Company Bulletins that are issued from time to time, claiming that you followed directions that are not from an official Company source will not excuse the offense.

Some of the key Honour System Principles are outlined below. Please pay particular attention to *C. Previously Declined Claims* as this rule has two parts to it, the second of which states:

“...subsequent submissions of previously declined claims of the same type are also inappropriate i.e. if a claim has been declined for a given set of circumstances an employee may not submit future claims (IP or not) for the same circumstances.” – Read the full instruction below.

Essential Rules and Principles under the Honour System

A. Foundational Principles

Under the Honour System of Pay **you are your own Timekeeper** and must adhere to all policies and procedures within the Honour System Manual and Honour System bulletins that are issued from time to time. **It is your responsibility to enter the claim correctly, when you tie-up.**

Under the Honour System (in place since 2001) the accuracy of your wage claims, whether you personally entered them or not, is your responsibility. All claims associated to you are your sole responsibility even if submitted by a fellow employee on your behalf.

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

B. IP (Interpretive) Claims

Claiming that you believed that your claim would be reviewed and corrected for you by an Audit Specialist is not an acceptable defense under any circumstance as you are paid under the Honour System.

The only exception is in the case of Interpretive (IP) claims which have a very specific application as explained in the Honour System Manual.

If you are unsure of your entitlement to a claim, you must use the Interpretative (IP) Claim Code within the “Interpretive Claims” System.

C. Previously Declined Claims

It is not acceptable to re-submit an IP claim with remarks that it was previously declined by an Audit Specialist.

In addition, subsequent submissions of previously declined claims of the same type are also inappropriate i.e. if a claim has been declined for a given set of circumstances an employee may not submit future claims (IP or not) for the same circumstances. Either can result in a formal investigation and discipline.

If you disagree with a claim declination only your recourse is to pursue a formal dispute under the grievance provisions of the Collective Agreement.

Labour Relations

CPKC