

	November 10, 2023	TYPE:	Information	NUMBER:	LR-016-23
SUBJECT:	"FM" – Claim Code – Familiarization Claim Instructions				

DETAILS:

Attention – All Canadian (TCRC) T&E Employees

Recent audits have identified a number of incorrect FM (Familiarization) claims.

Employees must know and apply the following instructions:

- 1) FM claims may only be submitted in accordance with **Article 28** of the Consolidated Collective Agreement.
- 2) All familiarization activities must be pre-authorized by local management, and FM claims must reflect this.
- 3) All **FM** claims must, at minimum, include the following information within the Remarks Screen:
 - a. *Reason for Familiarizing*
 - b. *Manager Authorizing*
 - c. *Train/Yard/Assignment familiarized on*
 - d. *Name of employee familiarizing with*
- 4) **Note the following important items:**
 - a. Per Article 28.02, there are only two circumstances where FM claims may be made for payment "*on the basis of the actual tour being performed at the rate of pay associated with the service being familiarized for*". Therefore claim a minimum day (not the job rate) unless:
 - o You are **forced** from one terminal to another
 - o You did not work for 12 consecutive months or more
 - o You did not work for 12 months or more as a Locomotive Engineer
 - b. Article 28 identifies specific pay exclusions with respect to Familiarization. Examples of **excluded** items are:
 - i. Conductor Only Premiums
 - ii. Yard Shift Differentials
 - iii. Other Arbitrary Payments, to which the crew with whom they are working would be entitled to for the tour of duty e.g. train length, length of run, held-away, NR, NG, etc.
 - c. Do not enter an FM claim in connection with a deadheading event where no familiarization is taking place (e.g. deadheading in a taxi).

- d. FM claims can only be submitted as a monetary value and must be entered with the correct \$ amount.

If you are unsure of the correct amount it is your responsibility to refer to Article 1 of the Consolidated Collective Agreement before submitting your claim.

Should you be subject to the step rate provision contained in the Consolidated Collective Agreement you must claim the correct \$ amount at 95% of the job rate.

Do **not** enter remarks on an FM claim requesting the Audit Specialist to adjust your claim to the correct dollar amount. This is your responsibility.

- e. Your remarks must include information that will validate your claim in the event it is audited.

The Remarks field, however, is not a messaging system.

Your claim must reflect a complete record representing what you are paying yourself.

Under the Honour System, submitting an incorrect claim then adding remarks indicating that you are not certain of your claim entitlement will not reduce your responsibility.

- f. When submitting FM claims, you must use the accurate START/END Dates and Times. It is critical that these claims are accurate for exact time worked to ensure employees time is properly accounted for in respect to Canada's Duty and Rest Period Rules.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

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

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