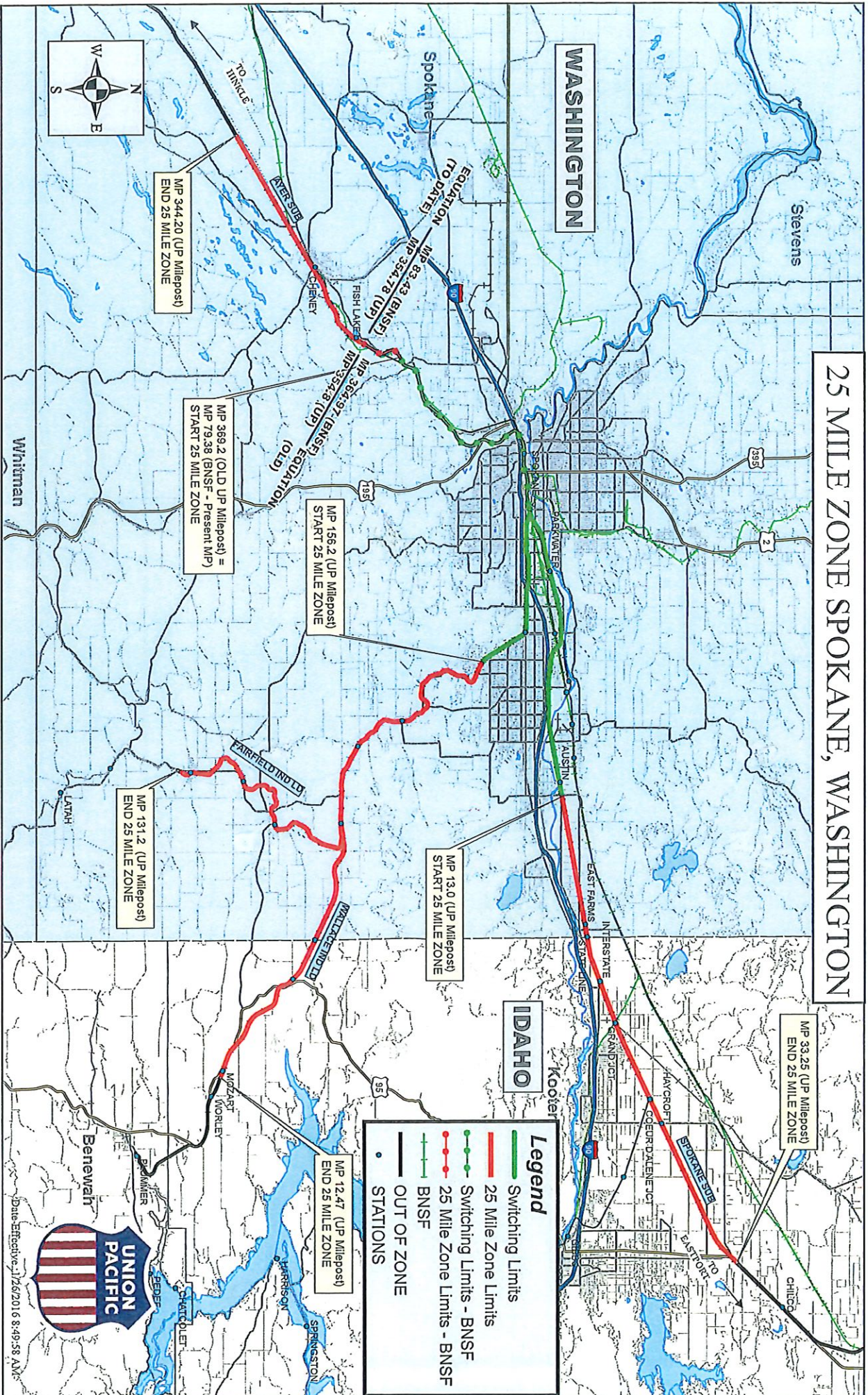


25 MILE ZONE SPOKANE, WASHINGTON



Date Effective: 1/26/2016 8:49:58 AM



Off the Wall Stuff You May Need To Know

Weekly Safety Hotline 8-249-2539 opt#1
 BNSF Yardley Tower 9-536-2270 or 2265
 Coal Desk 9-536-2358
 Spokane Crew Room 509-536-5278
 Wallula Trailer Combination 650310
 Clagstone Gate Combination 4783
 Trentwood AEI Reader RG28140
 Hazardous Information By Track /RD

- 1) enter circ7
- 2) enter yard and track
- 3) enter direction
 - a) Eastport to Hooper =East and West
 - b) Ayer to Hinkle=North and South
- 4) enter Printer Lata

Subdivisions

Spokane =0880
 Ayer =0870
 Portland =0830
 La Grande =0837

Yards/circ7/Zone and Track

| <u>Hooper</u> | <u>Yard</u> | <u>Track</u> |
|------------------|-------------|---|
| ok103 | 27 | 600=BLMR Interchange P/U track |
| | 27 | 10 |
| | 27 | 104=Pass |
| | 27 | 105=E Leg of the Y |
| | 27 | 106=High Line (Pass) |
| <u>Ayer</u> | | |
| ok082 | 78 | 600=Interchange P/U track |
| | 78 | 141=Pass |
| | 78 | 442=Yard 2 |
| | 78 | 443=Yard 3 |
| | 78 | 444=Yard 4 |
| <u>Wallula</u> | | |
| ok031 | 01 | 171=Old Main |
| | 01 | 110=Pass (northbound setout) |
| | 01 | 111=Outbound (southbound pick up) |
| | 01 | 193=For Now Track |
| <u>Trentwood</u> | | |
| os011 | 80 | 102=Setout |
| <u>Velox</u> | | |
| os012 | 81 | 451 through 456=Yard tracks |
| <u>Sandpoint</u> | | |
| os075 | 85 | 145=setout track |
| <u>Samuels</u> | | |
| os087 | 85 | 157=pick up track (occasional setout for Sandpoint) |

Cheney Ind Track 78 894 00
 OK 165 Yd

RULE 21-
HELD-AWAY-FROM-HOME TERMINAL TIME

(a) Trainmen in pool freight and In unassigned service held at other than home terminal will be paid continuous time for all time so held after the expiration of sixteen hours from the time relieved from previous duty, at the regular rate per hour paid them for the last service performed. If held sixteen hours after the expiration of the first twenty-four hour period, they will be paid continuous time for the time so held during the next succeeding eight hours, or until the end of the second twenty-four hour period, and similarly for each twenty-four hour period thereafter.

(b) Where a trainman is called on duty while receiving held-away-from-home terminal time pay, he will be paid held time until the departure of the train for which called, except where terminal delay payments or terminal work payments accrue, in which event held time pay will stop at the time terminal time begins. Road time shall be computed from the time held-away-from-home terminal time ceases, provided, however, that in no event shall payment be made for more than eight hours held-away-from-home terminal time in any twenty-four hour period; and provided further that in no event shall held time be paid in addition to road and/or terminal allowances or on more than a single time basis, except where the total time on duty produces overtime, the overtime earned or the time held from time of reporting for duty to time of departure, whichever is greater, will be paid.

(c) Should a trainman be ordered to deadhead after pay begins, the held-away-from-home terminal time shall cease at the time the train leaves the terminal, except that in no event shall there be a duplication of the payments for deadhead time and held-away-from-home terminal time.

(d) When a trainman is called on duty or ordered to deadhead before held-away-from-home terminal time payments begin to accrue but does not depart from the terminal until after the expiration of sixteen hours, he will be paid held time until departure of the train for which called, subject to the exceptions contained in paragraphs (b) and (c) of this rule.

(e) Trainmen in interdivisional pool freight service held at other than home terminal will be paid continuous time for all time held after the expiration of sixteen hours from time relieved from previous duty, at 1/8th of the daily rate for the last service performed.

(f) Payments accruing under this rule shall be paid for separate and apart from pay for the subsequent service or deadheading, except as provided in paragraph (b) of this rule.

NOTE: Except in Interdivisional service, where eight hours held time is paid under this rule, payment shall be at the rate of previous trip, but where less than eight hours held time is paid, the payment shall be at the rate of the outgoing trip.

**RULE 70-
INCREASING FORCES**

When forces are increased trainmen or yardmen who have been furloughed in force reduction shall be recalled to service in seniority order and they shall resume the same seniority they had at the time they were furloughed provided:

First -- They must, by registered letter, keep the Superintendent informed of their whereabouts and change of address.

Second -- If absent six months or more, employee must pass the usual rules and physical examinations, if required.

Third -- When notified by the Superintendent by wire or registered letter to report for duty, the employee will reply promptly as to whether or not he will report and failure to report within fifteen days after Superintendent's notice will be considered as evidence that he does not desire to return, except in case of sickness or other causes over which he has no control, and which prevent him from reporting for duty, in which event he will within the period named -- fifteen days -- secure an extension of time through his Superintendent.

Fourth -- The foregoing time limit and exception will not be considered as relieving the employee from reporting for duty at the earliest date possible after notice to report has been received.

RULE 12-
SHORT TURNAROUND SERVICE

(a) Trainmen in pool or irregular freight service may be called to make short trips or turnarounds, with the understanding that one or more turnaround trips may be started out of the same terminal and paid actual miles with a minimum of 100 miles for a day; provided: (1) that the mileage of all the trips does not exceed 100 miles; (2) that the distance run from the terminal to the turning point does not exceed 25 miles; and (3) that trainmen shall not be required to begin work on a succeeding trip out of the Initial terminal after having been on duty eight consecutive hours, except as a new day, subject to the first-in first-out rule or practice.

This rule will not permit the running of crews through terminals on to districts where they are not assigned, when crews of that district are available.

(b) At the away-from-home terminal, a crew in pool freight service used for one turnaround trip under paragraph (a) shall not be used for successive trips in turnaround service, if other pool freight crews are available.

(c) A crew in pool freight service who has made one trip in turnaround service under paragraph (b) shall be placed first out, arriving time to govern, upon completion of the turnaround trip and will not, if other pool freight crews are available, be used for a second turnaround trip but shall hold their first-out position and shall next be used in straightaway service to their home terminal. Available pool freight crew holding subsequent turn on the pool freight board at the away-from-home terminal will be used for such turnaround trip. Availability of pool freight crews for use in straightaway service out of their away-from-home terminal to their home terminal shall be governed by the provisions of Rule 38.

NOTE: In the application of paragraph (c), it is understood that pool crews called to make short trips out of the away-from-home terminal under paragraph (b) shall be deemed as having made only one turnaround trip notwithstanding that more than one turnaround trip was started out of the same away-from-home terminal point.

(d) Insofar as this rule applies to the operations described in paragraphs (b) and (c), the first-in, first-out provisions shall not apply and the penalty provisions thereof for not being called in turn shall, likewise, not apply. The provisions of Rule 38 shall, nonetheless, apply when employees not fully rested are held for rest.

(e) Crews in Interdivisional service in the territory between Hinkle and Albina only, used in short turnaround service, shall be governed by the provisions of Supplemental Understanding No. 6 of the Interdivisional Service Agreement of August 26, 1972 reproduced as Appendix No. 3.

From: Finance
Subject: Message from Timekeeping - Subdivision and Mile Post on claim
a...tions
Priority: Medium
Sent: 06/09 18:00
Attachments:

Effective 1800 6/9/15, TEY who are required submit an optional claim from the available claims screen and who are prompted to provide MILEPOST and/or SUBDIVISION, must input values as follows: SUBDIVISION - Must be an alphabetic value. Subdivision number will no longer be accepted by CMTS, instead type the name" of the subdivision. MILEPOST - Must be a numeric value. Circ7, Names of locations, etc. will no longer be accepted by CMTS. You do not have to precede our numeric entry with the letters MP. Examples of valid mile post entries are: 5, 440, 82.3, etc. Numerals and/or decimals only. These changes are necessary in order to accurately expedite the processing of claims that contain Subdivision and Milepost.

From: Darla Brown
Subject: Timekeeping - How to properly OS / OA / All Company Business
Priority: Medium
Sent: 04/29 16:49
Attachments:

REMINDER - HOW TO GET PAID PROPERLY FOR BEING IN OS OR ON TNGE OR TNGT BOARD.As a reminder, claims for company business meetings/projects must be filed under the non-service claim category titled "Company Business / Rules." Do not use the non-service claim category (6D) "make whole / shove" or (XX) "claim not found" as doing so may ultimately delay claim processing. The claim category "Company Business / Rules" is to be used for attending rules classes, simulator training, safety meetings, compensable coaching sessions, TSC meetings, Fuelmasters, C3RS meetings, I-Team CMS or Service Unit meetings, Critical Incident Time Off, Depositions, Company sponsored Operation Lifesaver, Operation Block, etc. As stated in the Service Unit Supt Notice, the claim should state who authorized the time off or who the instructor was, what dates and times attended, what code to charge claim to, and any other relevant information. Peer Trainers or others who are set up for self-pay or those on TPW are excluded from this notice as they will have a unique claim code for those projects. Thank you for your cooperation. If you have a question open a ticket on the web.
<https://employees.www.uprr.com/emp/operating/timekeep/secure/tkHeat/tickethistory:cfmUpdate>
your timeslip or create a non service claim.
<https://employees.www.uprr.com/cms/help/tey/mainmenu.html>

From: Darla Brown
Subject: Timekeeping - How to properly claim stepping up to another job
Priority: Medium
Sent: 04/22 15:32
Attachments:

If you are "stepping up" / "shoved" to work another job / turn you must use the non service claim screen for any difference / lost earnings and select 6D DIF IN PAY/MAKE WHOLE or the iteration referrencing step up, make whole or difference in pay, for any lost earnings you may be due. This is applicable if you are called in vacancy procedures or "forced" to shove. Claims submitted using XX CLAIM NOT FOUND is incorrect as there is a claim specifically created for this move. AFTER 5/1/15 CLAIMS SUBMITTED ANY OTHER WAY WILL BE DECLINED AS IMPROPERLY SUBMITTED. If you have a question about this message your timekeeper can answer your question, please open a ticket on the [web.https://employees.www.uprr.com/emp/operating/timekeep/secure/tkHeat/tickethistory.cfm](https://employees.www.uprr.com/emp/operating/timekeep/secure/tkHeat/tickethistory.cfm) If you have a question open a ticket on the [web.https://employees.www.uprr.com/emp/operating/timekeep/secure/tkHeat/tickethistory.cfm](https://employees.www.uprr.com/emp/operating/timekeep/secure/tkHeat/tickethistory.cfm) Update your timeslip or create a non service claim. <https://employees.www.uprr.com/cms/help/tey/mainmenu.html>

PICK UP TRAIN IN 25 MILE ZONE

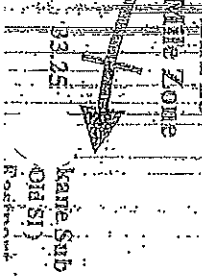
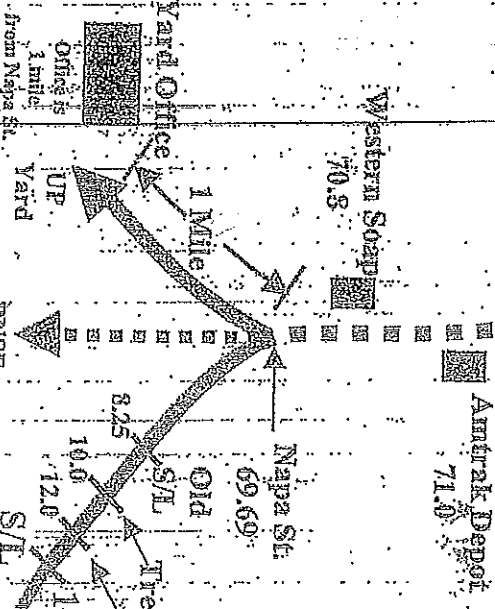
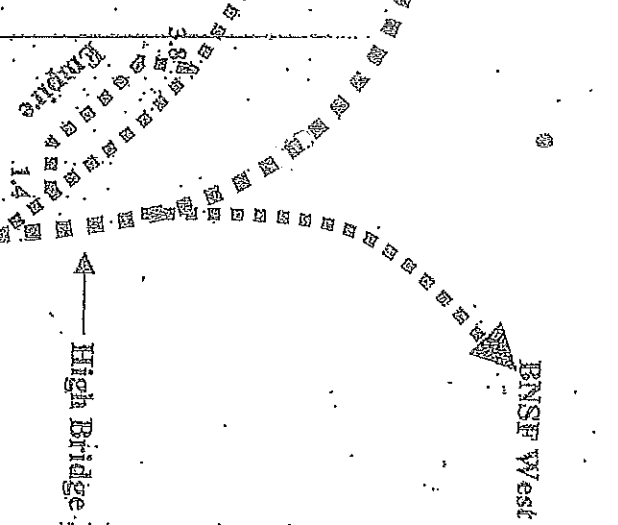
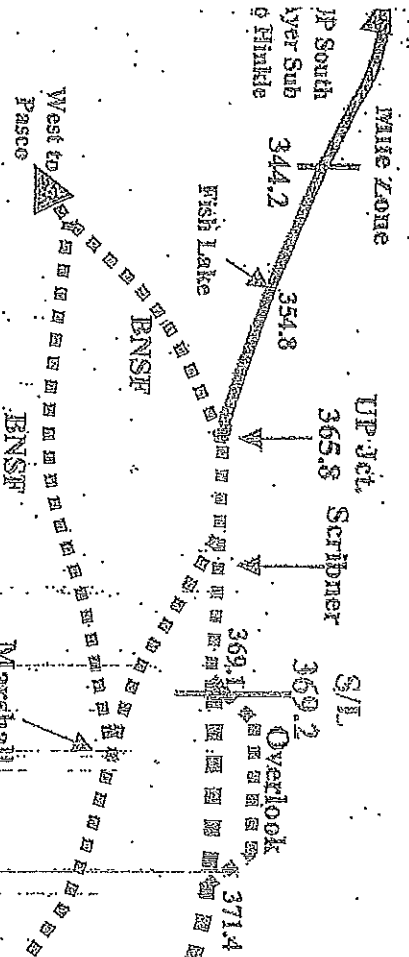
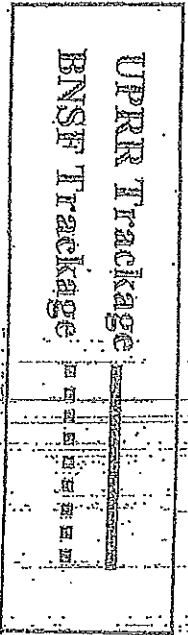
- ZONES ON SOUTH END AYER SUBDIVISION WHEN GETTING A NORTHBOUND TRAIN START AT MP 344.2 AND GOES TO MP 369.2 WHICH IS THE START OF THE SWITCHING LIMITS (369.2 IS THE SOUTH SWITCH AT OVER LOOK OR IF GOING DOWN THE LOW SIDE MARSHALL).
- ZONE ON THE NORTH END SPOKANE SUBDIVISION WHEN GETTING A SOUTHBOUND TRAIN START AT MP 33.25 AND GOES TO MP 13 WHICH IS THE START OF THE SWITCHING LIMITS.
- TIME IN ZONE STARTS ONCE YOU GET THE TRAIN MOVING IN THE ZONE NOT WHILE YOU SIT AFTER YOU GET ON THE TRAIN WAITING ON TRAFFIC AND FOR DISPATCHERS TO ANSWER.
- FOR REFERENCE SEE MAP NO.1

GOING PAST 25 MILE ZONE TO PICK UP TRAIN

CREW WERE INSTRUCTED BY DISPATCHER (DISPATCHER INITIALS) TO GO PAST THE 25 MILE PICK UP ZONE (PICK EITHER MP 344.2 OR MP 33.25) AND PICKED UP TRAIN AT (LOCATION OR MILE POST) ON (AYER OR SPOKANE SUBDIVISION) AT (DATE/TIME) PER RULE 18.

- CLAIM UNDER NEW DAY DEPART AFTER EIGHT.
- END OF 25 MILE ZONES ARE :
 - SPOKANE SUBDIVISION MILE POST 33.25
 - AYER SUBDIVISION MILE POST 344.2
- IF YOU HAVE TO DO THIS BECAUSE OF NO AVAILABLE EXTRA BOARD CREWS TO DOG CATCH ALSO MENTION THAT AT THE END OF THE CLAIM.
- ALSO PUT IN THE CLAIM FOR THE 25 MILE ZONE.

SPOKANE TERMINAL SWITCHING ELEMENTS 25 MILE ZONE



DOG CATCHING AT EASTPORT

CLAIM

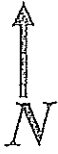
WAS CALLED ON DUTY (DATE/TIME) FOR A SOUTHBOUND TRAIN (TRAIN). BEFORE GETTING ON TRAIN CREW WERE INSTRUCTED BY (DISPATCHER INITIALS OR CORRIDORS INITIALS) TO RELIEVE THE CREW ON THE NORTHBOUND (TRAIN) DUE TO THAT CREW BEING OUT OF HOURS. ARRIVED AT MP (INSERT MP WHERE YOU GOT TRAIN) AT (DATE/TIME) ARRIVED AT EASTPORT (DATE/TIME). PER RULE 12 SHORT TURN AROUND SERVICE.

- PUT IN CLAIM UNDER NEW DAY DEPART AFTER EIGHT
- ONLY GET PAID FOR 2 DOG CATCHES
- IMPORTANT THAT YOU PUT IN THIS DOG CATCH IN YOUR FEDERAL TIE UP AND CHOOSE YES FOR THE WERE CREW USED FOR HOURS OF SERVICE OPTION, OR IT PROBABLY WILL NOT GET PAID.
- NO SWITCHING LIMITS AT EASTPORT SEE MAP NO.2

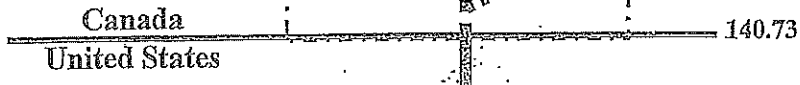
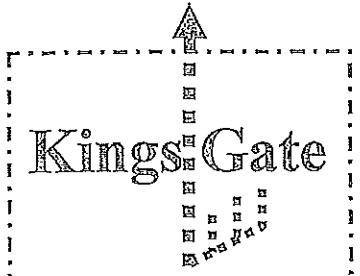
SHORTY CREEK CLAIM

CLAIMING ONE BASIC DAY PAY PER RULE 18 NORTHWEST AGREEMENT 1975.
CREW WERE INSTRUCTED TO PROCEED PAST UNION PACIFIC MP 140.7 AT
(DATE/TIME) AND ARRIVED AT CANADIAN PACIFIC MOYIE SUBDIVISION MP 51
KINGSGATE AT (DATE/TIME). ARRIVED AT CP MP 49 SHORTY CREEK (DATE/TIME)
TIED DOWN (TRAIN) AND DEPARTED CP MP 49 AT (DATE/TIME) AND ARRIVED
BACK AT MP 140.7 SPOKANE SUBDIVISION (DATE/TIME).

- PUT CLAIM IN UNDER OFF DISTRICT.
- PUT THIS CLAIM IN WHEN TAKING TRAIN UP TO CANADA TO TIE DOWN WHEN NO CP CREW IS AVAILABLE TO HAND OFF TRAIN TO.
- EASY WAY TO PUT THIS CLAIM IN WITHOUT HAVING TO TYPE FOR TWENTY MINUTES IS TO GO INTO CMTS THEN CUT AND PASTE FROM A PREVIOUS CLAIM AND THEN FILL IN THE BLANKS.



C.P.R.R.
To
Cranbrook



Eastport Terminal
No Switching Limits

No
25 Mile
Zone at
Eastport

Spokane

Continuous Held-Away Pay

Your claims:

- Any time you are held at the away from home terminal in excess of 16 hours, held away from home terminal pay should be continuous.
- Claim all time shorted after being held in excess of 16 hours from tie-up time.

Critical Documentation:

- A complete copy of your tie-up from the trip to the away from home terminal and from the return trip to the home terminal.
 - These complete copies should include your pay items and federal tie-up reports.
- Your pay recap(s) for the half on which the trips were worked.

EXAMPLE:

CLAIM ____ hours ____ minutes additional held away time account was only paid 8 hours held time. Per the 1992 Crew Consist Modification should be paid continuous held away pay after being held 16 hours.

- Claim this as a non-service claim.
- Make hard copies of this claim, with time slips and the non-service claim and get the copies to me.

Thanks,

Steve Dansereau

8

NOTICE -- UTU MEMBERS

When lodging is not provided within 30 minutes of tie-up

PLB 6312, Award 269 found that Carrier has "*an obligation . . . to provide suitable lodging within a reasonable period of time after the employee's release from duty.*" Award 269 then defined "*a reasonable period of time*" to be "*30 minutes*" as set forth by the Federal Railroad Administration (FRA) in 1990, and concluded that pay of a "*minimum day*" was the appropriate remedy for carrier's agreement violation.

Therefore, when not provided a room at Carrier's designated lodging facility within 30 minutes of off-duty time, a penalty claim for a basic day should be submitted for not being provided *suitable lodging within a reasonable period of time* in accordance with Article II, Section 1 of the UTU/BLE 1964 National Agreement.

In order for such claim to be valid, after receiving a room, an employee must contact CMS to adjust his/her legal rest period, and the following essential information must be included when submitting claim to your Local Chairperson:

1. Time off duty.
2. Time of departure from off-duty point.
3. Time of arrival at lodging facility.
4. Time room was received.
5. Printout of CMS record showing *original* rest time.
6. Printout of CMS record showing *adjusted* rest time.
7. Reason for delay in getting room (ie: waiting for transportation to lodging facility, waiting for clean room, etc).

Claims should also reference PLB 6312, Award 269 and the FRA's February 3, 2004 Memorandum with subject of "Suitable Food and Lodging at Designated Terminals; Hours of Service Act Interpretation" (available upon request).

NOTE: If delay is caused by van stopping enroute to the hotel/motel at the request of a crewmember in the van, no claim as described above should be submitted.

FR OR FZ CLAIM

THE WORDING OF THIS CLAIM IS VERY IMPORTANT. BECAUSE OF THE CARRIERS POSITION (SUPPORTED BY THEIR FILING CLAIMS IN COURT TO DEEM ANYTHING PERTAINING TO THE RSIA A MINOR DISPUTE), ALL RSIA CLAIMS MUST INCLUDE THE FOLLOWING DISCLAIMER:

WITHOUT PREJUDICE TO THE ORGANIZATION'S POSITION THAT WHAT IS INVOLVED IS A "MAJOR" DISPUTE UNDER THE RLA, A CLAIM IS HEREBY SUBMITTED FOR...

CLAIM FOR GUARANTEE LOSS:

WITHOUT PREJUDICE TO THE ORGANIZATION'S POSITION THAT WHAT IS INVOLVED IS A "MAJOR" DISPUTE UNDER THE RLA, A CLAIM IS HEREBY SUBMITTED FOR (EMPLOYEE NAME) FOR \$XXX.XX GUARANTEE ACCOUNT PLACED IN FR (OR FZ) STATUS BY CMS ON (DATE/TIME) UNTIL (DATE/TIME). IN ACCORDANCE WITH 1989 NORTHWEST CREW CONSIST AGREEMENT, 2ND & 3RD DISTRICT MODIFICATION, ARTICLE III, SECTION 3 (A)(B)(C), GUARANTEE WILL ONLY BE REDUCED WHEN AN EMPLOYEE LAYS OFF, MISSES CALL OR IS NOT AVIALABLE FOR CALL. ON THE DATES AND TIMES IN QUESTION, I WAS AVAILABLE AND READY FOR CALL.

CLAIM FOR POOL TURN NOT HELD:

WITHOUT PREJUDICE TO THE ORGANIZATION'S POSITION THAT WHAT IS INVOLVED IS A "MAJOR" DISPUTE UNDER THE RLA, A CLAIM IS HEREBY SUBMITTED FOR (EMPLOYEE NAME) FOR ALL LOST WAGES FOR WHAT MY TURN (TURN NUMBER) MADE, ACCOUNT PLACED IN FR (OR FZ) STATUS BY CMS ON (DATE/TIME) UNTIL (DATE/TIME). IN ACCORDANCE WITH RULE 38 OF THE NORTHWEST ROAD SCHEDULE, "A TRAINMAN HOLDING AN ASSIGNMENT IN POOL, ASSIGNED OR UNASSIGNED FREIGHT SERVICE OR ON A ROAD EXTRA BOARD WHO STANDS FIRST-OUT AND IS NOT FULLY RESTED UNDER THE HOURS OF SERVICE

ACT MAY BE HELD FOR FULL REST AND WILL CONTINUE TO STAND FIRST-OUT..."
ON THE DATES AND TIMES IN QUESTION, TURN (TURN NUMBER) WAS RUN WITH
EXTRABOARD TRAINMAN, RATHER THAN CONTINUING "TO STAND FIRST-OUT"

- TO PUT IN THIS CLAIM GO TO CMTS AND CHOOSE NON SERVICE THEN
CHOOSE THE FR CLAIM OPTION.

EXAMPLE:

CAROLYN WILL ASSIST IN THE OFFICE OF THE DIRECTOR OF THE
INTEGRATION CENTER FOR THE DEPARTMENT OF THE ARMY
AT FORT MONMOUTH, NEW JERSEY. SHE WILL BE REPORTING TO THE
DIRECTOR OF THE CENTER, MR. JAMES W. BROWN, JR., AND WILL
ASSIST IN THE ADMINISTRATION OF THE CENTER'S PROGRAMS.