



Brotherhood of Locomotive Engineers and Trainmen

A Division of the Rail Conference of the
INTERNATIONAL BROTHERHOOD OF TEAMSTERS

THE CLAIM PROCESS

1. You have 60 days from the date of the occurrence to submit a claim.
2. The Carrier has 60 days to either pay or deny your claim.
3. If your claim is denied, your Local Chairman has 60 days from the date of denial to submit the denied claim to a Carrier representative for conferencing (either the Division Superintendent, Assistant Superintendent or to handle directly with a trainmaster). It is very important to get all denied claims to your Local Chairman as soon after the denial as possible. (See the section titled: Claims Processing - The Member's Responsibility). Remember, you can't give your Local Chairman too much information. He/she will decide what is needed to submit with your claim. Your work ends here.
4. If the claim is denied by the Carrier representative, the Local Chairman may submit your claim to the General Committee for further handling (arbitration). The General Committee has 1 year from the date the claim was denied by the Carrier representative to arrange a Public Law Board (PLB). Arrangements for a PLB are made jointly with the Carrier,

Unfortunately, "the parties [NS & BLET/UTU] may, by agreement in any particular case, extend the one year period..."

At any point throughout the process either the Local Chairman, or the General Committee, can decide your claim does not merit further processing. A decision of this type might result if a claim is ambiguous, if there is insufficient supporting information, or if the claim deals with a new situation and it is felt the incident of your claim isn't strong enough to get a favorable PLB ruling. If a decision is made to discontinue processing your claim, you will be notified. Generally, good claims will be fully processed.

As you can see, this can be a very lengthy process. It is very important not to get discouraged. If you get a claim before a PLB, you might have paved the way for favorable negotiations in the future.

One thing is for sure: if you don't claim it, the railroad won't pay it!

5. If your Local Chairman decides your claim is invalid, he will normally write an explanation stating the reason it was denied /deemed invalid and direct you to or give you a copy of documents which you may use as a future reference.

What Part Do You Play?

THE MEMBER'S RESPONSIBILITY

To better ensure that your claim is successful, (or appeal of a denied claim will be successful,) please use the following guidelines:

A.) Include in your claim:

1. What are you claiming? (runaround, off assignment, not called in order, extra miles, etc.)
2. When did it happen? All times and dates from start to finish.
3. Where did it happen? All stations, all mile posts, yards and tracks.
4. Who/what authorized it? (Dispatcher, trainmaster, work order, yardmaster, etc.)
5. If appropriate, state why the action resulting in the claim happened.

B.) On the day you make your claim:

1. Make a copy of the claim, the remarks and the timeslip (ticket) for the date of the claim. If relative status (runarounds, earnings) is a part of the claim, make a copy of the standing on the applicable board /pool involved.
2. Save all paperwork that supports the claim, including call sheets, "trains called from," lists or work orders. You can never have too much supporting paperwork.
3. Make a written statement describing what took place in case you have to explain your claim to your Local Chairman months later.

C.) Information your Local Chairperson needs to process your claim (you can't supply too much information)

1. Copy of any documents you saved under B1 & B2 (above).
2. Copy of the claim and your remarks, if any.
3. Copy of the any pay sheet relating to this claim. Denials show on your detailed earnings pay stub & you must provide a copy of the denial shown on your pay stub to your Local Chairman.

*** This is what your Local Chairperson needs from you to process your claim. A claim submitted without the necessary supporting documentation/information is doomed to fail and consumes your Local Chairman's time gathering supporting information rather than processing claims. If the claim is important to you, help get it paid by supplying the necessary information to your Local Chairman.

D.) Assemble the documentation, one package per claim, (all documents relating to claim 1, all documents relating to claim 2, etc. stapled, clipped or folded together) enclosed in an envelope addressed to your Local Chairman. Leave your envelope in either Locker #290 or Mailbox B in the Washroom.

NS PAYHELP

DO IT YOURSELF FOR PAY ERRORS

Some errors in pay you can correct on your own. You can either call the Payroll Help Desk at 1-800-624-4193 or login to the ERC and go to the T&E Payroll Help Desk. After logging in you will click on the following: 1) Employee Self Service, 2) My Pay, 3) Train and Engine Payroll, 4) T&E Payroll Help Desk. Then, you must complete the following fields: Category, Sub-Category, Ticket Type, Claim Date, Class of Service, Claim Code, and then enter the comments from your original claim. You will then select the best method for Payroll to contact you.

Please use one of these 2 methods before contacting your Local Chairman.