

CANADIAN PACIFIC

Spare Board Guarantee – Claim Submission Process

For this job aide we will assume our employee John Doe was assigned to the brakeman spare board for the full two weeks of the guarantee. In order to determine monetary amounts we will say he is from Coquitlam (west of Calgary rates) and is at 100% step rate. The same process is applicable for other Spare boards but will have different penalties and entitlement amounts.

Specific guides for each type of guarantee are included at the end of this document.

STEP 1.

Verify guarantee period dates.

In this example we will use **guarantee period 04**, which ran from **January 14 to 27**.

*Guarantee period dates follow the weekly crew change Monday to Sunday.

2013 Bi-weekly Guarantee Periods

Guarantee Period		Included in Pay for Pay Period	Guarantee Claims must be submitted by: (23:59 Eastern Time)	Deposit Date for Pay Period
Start	End			
3-Dec-2012	16-Dec-2012	PP 01	22-Dec-2012	3-Jan-2013
17-Dec-2012	30-Dec-2012	PP 02	5-Jan-2013	17-Jan-2013
31-Dec-2012	13-Jan-2013	PP 03	19-Jan-2013	31-Jan-2013
14-Jan-2013	27-Jan-2013	PP 04	2-Feb-2013	14-Feb-2013
28-Jan-2013	10-Feb-2013	PP 05	16-Feb-2013	28-Feb-2013
11-Feb-2013	24-Feb-2013	PP 06	2-Mar-2013	14-Mar-2013
25-Feb-2013	10-Mar-2013	PP 07	16-Mar-2013	28-Mar-2013

*TIP: You can add up your earnings for this period and if greater than the 2-week entitlement, no need to claim.

STEP 2.

Calculate days eligible.

Days eligible can be viewed in CMA in– ‘**Employee Hist Inquiry**’. (Screen 18)

***Must be on spare board for at least one day during spare board guarantee period to claim a guarantee.**

- Days on a **non-penalty off status** greater than 12 hours do not get counted. (Company business, EDO, etc.). These days are prorated out of the guarantee. **If off less than 12 hours on a non-penalty off status but lose work due to off-status** then this day would also be prorated.
- Must be on spare board for 12 hours or more for day to get counted.
- Maximum number of days that can be included is 14.

*More details on **non-penalty off statuses** can be found here:

Eastern Employees ([ctrl-click](#))

Western Employees ([ctrl-click](#))

Example of proration.

0124	1301	CO BUSINE	3SFEXBK10BK	01/24-1301	NO
0124	1353	COMMENTS		01/24-1353	NO
0125	0711	LOST WORK UTIL3	FO	01/24-2300	NO
0125	1700	BOOK-ON	2JSFEXBK10BK	01/25-1700	NO

In this example the employee was booked off company business Jan 24 at 1301 and booked back on Jan 25 at 1700. We would prorate January 25 out of the calculation as you need a minimum of 12 hours on spare board to count the day.

Note: Any earnings made on a prorated day could still count against guarantee even though the day is not counted. This could include GH (general holiday) earnings, or any earnings made from spare board work.

STEP 3.

Calculate penalties - if any.

***Remember 2 or more penalties in a guarantee period will void guarantee entitlement.**

Example of penalty.

0116	2022	OFF SICK	4FREEXBK04BK	01/16-1722	S0
0117	0959	LOST WORK	2300YD	FO 01/16-2300	S0
0118	0228	BOOK-ON	4FREEXBK04BK	01/17-2328	S0

What is important is **when the penalty took effect** as this determines if it counts as a **weekday or weekend penalty**. In this case the employee booked off January 16 at 1722 this would be a weekday penalty for determining monetary amount deducted as it fell on a Wednesday.

***Being off sick or personal 36 hours or more counts as 2 penalties and nullifies the guarantee.**

*More details on **penalties** can be found here :

Eastern Employees ([ctrl-click](#)) (bottom of page)

Western Employees ([ctrl-click](#)) (bottom of page)

STEP 4.

Calculate guarantee amount allowed to claim.

Since John Doe had one prorated day we **cannot use the full 2 week guarantee rate**, we will have to use the **daily rate** to calculate his eligible amount to claim.

14 days (minus) 1 day (company business) = 13 days on spare board.

*The daily rate for an employee at 100% and in Coquitlam would be **181.48**. (This rate can change depending on the guarantee type and an employee’s location and step rate).

13 x \$181.48 = \$2359.24 (Guarantee claim amount)

Now will deduct the penalty that was incurred. (This amount will depend on guarantee type, location, step rate, and whether penalty occurred on weekday or weekend).

$$\$2359.24 \text{ (minus) } \$157.81 \text{ (penalty)} = \$2201.43$$

\$2201.43 is John Doe's spare board entitlement.

STEP 5.

Calculate earnings and deduct from adjusted guarantee amount.

Total earnings from guarantee period (in this case Jan 14 to 27) and **subtract** from spare board entitlement.

TIMESLIP INQUIRY SELECTION											PST551	
EMPLOYEE NUMBER: (000999999)											START DATE: (130114)	
DATE/TIME	MSC	T	CC	DIST	TRN/ASGN	STATUS	IN-BASKT	AMT/TYP	OT	AJ	EH	AMOUNT
130114	0800	W	CO	4FRE	DH09533T6	APP-TRND		0100	M	N		017853
130114	0800	HA	N	CO	4FRE	SHSH03CO		00330	H	N		007811
130117	1520	W	CO	4FRE	351-116	APP-TRND		0153	M	N		030115
130118	0600	W	CO	4FRE	198-17	APP-TRND		0153	M	N		031915
130122	0710	W	CO	4FRE	203-17	APP-TRND		0153	M	N		029515
130122	2315	W	CO	4FRE	112-22	APP-TRND		0153	M	N		031915
130126	1605	W	CO	4FRE	675-016	APP-TRND		0163	M	N		033700
130127	0550	W	CO	4FRE	872-005	APP-TRND		0153	M	N		031915
130128	2000	W	CO	4FRE	889-802	APP-TRND		0173	M	N		035485

In this example John Doe made \$2147.39 during guarantee period. Subtracting this from his spare board entitlement gives him a + \$54.04. If this was a negative then no guarantee would be claimed for this period. \$2201.43 (spare board entitlement) minus \$2147.39 (earnings) = \$54.04.

The rate and calculation worksheet would appear as follows:

If not on spare board for the entire 14 day period, guarantee would be:

		West of Calgary
		Step Rate
<u>13</u>	NUMBER OF DAYS ON SPAREBOARD	\$181.48 - 100%
X	MULTIPLIED BY	\$172.41 - 95%
		\$163.33 - 90%
		\$154.26 - 85%
		+
<u>181.48</u>	BRAKEMAN'S THROUGH FREIGHT RATE	
<u>2359.24</u>	EQUALS SPAREBOARD ENTITLEMENT	Calgary, East & Cranbrook
		Step Rate
- <u>157.81</u>	DEDUCT PENALTY (monetary)	\$180.59 - 100%
- <u>2147.39</u>	DEDUCT EARNINGS	\$171.56 - 95%
		\$162.53 - 90%
<u>54.04</u>	TOTAL GUARANTEE PAYABLE	\$153.50 - 85%

Penalties		
Weekend	Weekday	
2359 Thursday to 1200 Sunday	1201 Sunday to 2358 Thursday	
	West Of Calgary	Calgary, East & Cranbrook
\$274.85 -100%	\$157.81 -100%	\$157.03 -100%
\$261.11 -95%	\$149.92 -95%	\$149.18 -95%
\$247.37 -90%	\$142.03 -90%	\$141.33 -90%
\$233.62 -85%	\$134.14 -85%	\$133.48 -85%

STEP 6.

Entering claim. Miscellaneous claim (Screen 12)

- Be sure to enter correct claim code
 - GN = non-protected BK
 - GS = Protected BK
 - GY = Yard Spareboard
- Enter guarantee claim dates.
- Enter amount of guarantee payable.
- Type notes showing calculations, including your step rate and guarantee period.

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NON-WORKING MISCELLANEOUS CLAIM                                PST5570
                                                                13/02/22 16:24
EMPLOYEE NUMBER:
CLAIM CODE → GN          CLAIM DESC: NON PROTECTED S/B GUARANT
START DATE/TIME → 130114 - 0001
COPY CLAIM END DATE/TIME → 130127 - 2359
=====
                JOB TYPE   : 04   JOB DESC: THROUGH FREIGHT
CURRENT ASSIGNMENT: DISTRICT : 4F   SUB-DISTRICT: RE
                ASGN TYPE  : S     (A=YARD/LOCAL P=POOL S=SPARE)
                ASSIGNMENT: EXBK04BK
COPY CLAIM REQUESTED AMOUNT:      ( $$$CC )
THE EMPLOYEE WHO REPLACED YOU IS:
YOUR CLAIM IS - AMOUNT: → 5404 TYPE: $ ( $ = MONEY M = MILES T = TIME )
                <<< REMARKS >>>
Put work here. Include: Step rate, guarantee Period, Prorated days and
Penalties (if applicable) and calculations.
EXAMPLE:
(100%) Guarantee Period Jan 14 - 27 [CoBiz 25] 13 x 181.48 = 2359.54 - 157.81
penalty (sick 16) - 2147 earnings = 54.04
    
```

For **GS** (Protected employees hired pre June 18, 1990) the TYPE will always be a “M”

For **GN** the TYPE will always be a “\$”

For **GY** the TYPE will always be a “\$”

Frequently Asked Questions

[Spareboard Guarantee FAQ](#)