

Spareboard Guarantee

**CANADIAN
PACIFIC**

FAQ

Where can I find my step rate? Your step rate can be found in any of your working tickets as well as in your employee master record.

What type of claim do I submit?

GY = Yard Spare board

GN = Brakeman/Common spare board (non-protected)

GS = Brakeman/Common spare board (Protected employee – hire date pre June 18, 1990)

What if I work on the yard board for the first week of the period and work on the brakeman board for the second week? You are required to calculate and submit a separate claim for each week.

Which day do I submit my guarantee claim for? The date on the claim should be the first date of the guarantee period for which you are claiming. Refer to the 2013 Bi-weekly Guarantee Periods.

See [2013 Bi-weekly Guarantee Periods](#)

What is the deadline to submit my claim to be received on the next pay? Claims must be received within 48 hours of the close of pay period for which the claim is being made. For a list of the deadlines refer to the 2013 Bi-weekly Guarantee Periods.

See (insert current Pay Processing Calendar here)

What if I submit my claim late? Claims received after the deadline are paid in the next pay period.

What are pro-rated days? See **Eastern Employees** ([crtl-click](#)) **Western Employees** ([crtl-click](#))

What is a penalty? See **Eastern Employees** ([crtl-click](#)) (bottom of page) **Western Employees** ([crtl-click](#)) (bottom of page)

What is extended rest? Extended rest is any rest in excess of 12 hours, 10 hours if on the yard spare board.

If I book extended rest is it automatically a penalty? Extended rest will result in a penalty if you are required for a call and are unavailable.

***Western Employees:** Booking extended rest on the weekend will also result in a penalty.

How many penalties can I have before I lose my guarantee? You can only have one penalty. If you incur a second penalty in the bi-weekly guarantee period you lose your guarantee.

How long can I be off sick/personal before I lose my guarantee? Being off for 36 hours or more counts as two penalties which means you lose your guarantee.

Is bridging to an EDO a penalty? No, bridging is not a penalty as long as it is authorized by the CMC shift supervisor.

When does a penalty go from a weekday rate to a weekend rate?

Weekday - Sunday 1201 to Thursday 2358

Weekend- Thursday 2359 to Sunday 1200

If I work as an ESB, while on the spare board, do those earnings count against my guarantee? Yes, all earnings in the guarantee period count.

If I take an ESB trip while on the spare board can I book extended rest without incurring a penalty? No, any extended rest booked while on the spare board that results in lost work is a penalty.

If I see a guar/mbr miss for an engineer trip in my work history is it a penalty? No, you're not penalized for missing engineer work while on the spare board.

What if I miscalculate the amount of my claim? Your claim may be reviewed at a later date and any excess payments will be recovered by the company.

Who do I contact if I have questions about my guarantee? Contact the Auditor for your region.