



Teamsters Canada Rail Conference

Division 322

PRACTICES AND PROCEDURES

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Practices and Procedures endorsed by the members of Division 322

1) ALLOWANCES AND EXPENSES PAID TO DIVISION OFFICERS & MEMBERS OF THE LOCAL COMMITTEES OF ADJUSTMENT

1.1 The following divisional officer's position are entitled to receive an allowance for time and work in union service:

1.1.1 Secretary-Treasurer: \$450 ¹/ month to be paid on a per capita basis between all crafts.

1.2 The following guidelines apply to the payment of wages for members of the Local Committees of Adjustment in their service of the members of Division 322

1.2.1 Local Committee of Adjustment – Locomotive Engineers

a) Local Chair: \$450 ²/ month

b) ^{3 4} Local Chair and Vice-Local Chair receive a flat daily rate for each day in service of the Division members as stipulated below

i) Local Chair \$513.71 (effective January 1st, 2023)

ii) Vice Local Chair \$513.71 (effective January 1st, 2023)

iii) ⁵ Officers of the Local Committee of Adjustment requested by the membership to 'work' will provide to the President and Secretary-Treasurer for approval 'logs' of the work completed.

iv) ⁶ Wage increases through MOS or collective bargaining will apply to the identified rate.

1.2.2 Local Committee of Adjustments – Conductors

a) Local Chair: \$450 ⁷/ month

b) ^{8 9} Local Chair and Vice-Local Chair receive a flat daily rate for each day in service of the Division members as stipulated below

i) Local Chair \$513.71 (effective January 1st, 2023)

ii) Vice Local Chair \$513.71 (effective January 1st, 2023)

iii) ¹⁰ Officers of the Local Committee of Adjustment requested by the membership to 'work' will provide to the President and Secretary-Treasurer for approval 'logs' of the work completed.

- iv) ¹¹ Wage increases through MOS or collective bargaining will apply to the identified rate.

1.2.3 Local Committee of Adjustment – Trainmen and Yardmen

- a) Local Chair: \$450 ¹²/ month
- b) ^{13 14} Local Chair and Vice-Local Chair receive a flat daily rate for each day in service of the Division members as stipulated below
 - i) Local Chair \$513.71 (effective January 1st, 2023)
 - ii) Vice Local Chair \$513.71 (effective January 1st, 2023)
 - iii) ¹⁵ Officers of the Local Committee of Adjustment requested by the membership to 'work' will provide to the President and Secretary-Treasurer for approval 'logs' of the work completed.
 - iv) ¹⁶ Wage increases through MOS or collective bargaining will apply to the identified rate.

1.3 The following division officers are entitled to the following fixed monthly expenses:

1.3.1 President:

- a) Home Internet: Up to \$50 ¹⁷/ month with receipt being provided
- b) Above expenses are paid on a per capita basis between all crafts

1.3.2 Local Committee of Adjustment – Locomotive Engineers:

- a) Local Chair:
 - i) Home Internet: Up to \$100 ¹⁸/ month with receipt being provided
 - ii) Cell Phone: Up to \$100 ¹⁹/ month with receipt being provided
- b) Vice- Local Chair(s): Up to \$100 ²⁰/ month for combined home internet and cell phone with receipt(s) being provided.

1.3.3 Local Committee of Adjustment – Conductors:

- a) Local Chair:
 - i) Home Internet: Up to \$100 ²¹/ month with receipt being provided
 - ii) Cell Phone: Up to \$100 ²²/ month with receipt being provided
- b) Vice- Local Chair(s): Up to \$100 ²³/ month for combined home internet and cell phone with receipt(s) being provided.

1.3.4 Local Committee of Adjustment – Trainmen and Yardmen

a) Local Chair:

- i) Home Internet: Up to \$100 ²⁴/ month with receipt being provided
- ii) Cell Phone: Up to \$100 ²⁵/ month with receipt being provided

- b) Vice- Local Chair(s): Up to \$100 ²⁶/ month for combined home internet and cell phone with receipt(s) being provided.

1.3.5 Legislative Representatives

a) Legislative Representative:

- i) Home Internet: Up to \$100 ²⁷/ month with receipt being provided
- ii) Cell Phone: Up to \$100 ²⁸/ month with receipt being provided
- iii) Above expenses are paid on a per capita basis between all crafts

- b) Alternate Legislative Representative(s): Up to \$100 ²⁹/ month for combined home internet and cell phone with receipt(s) being provided.

1.4 Miscellaneous fixed monthly expenses:

- 1.4.1 Meeting Room Rental: Up to \$400 ³⁰/ month with receipt being provided.

- 1.4.2 Above expenses are paid on a per capita basis between all crafts.

2. REPORTING AND DOCUMENTATION REQUIREMENTS

- 2.1 Any member submitting an expense or wage claim to the Division do so on a standard prescribed form and that the executive report their monthly activities to the division, and that this directive be executed as follows:

2.1.1 Meetings, Investigations and Statements

All elected positions of the division will provide a written report on the prescribed form(s) at each local meeting. The report will contain the time, date, duration, subject matter and all attendees of any and all meetings, investigations and statements attended for the period of time since the day of the previous months regularly scheduled meeting day. Such report will also contain a summary of any other activities engaged in by the elected positions in carrying out their respective duties.

2.1.2 Grievances

At each local meeting, the local chair of each respective Committee will provide a written report of all grievances currently active. The report will provide details as to the member who submitted the grievance, what the subject matter of the grievance is, in addition to any/all correspondence associated with the grievance. Such report will also contain information as to what step in the grievance procedure the grievance is at.

2.1.3 Expenses and submission for wages ³¹

- a) At each division meeting, all elected positions will provide a written summary report of all submitted requests for reimbursement. Receipts for any and all purchases of services or goods for which they are submitting for reimbursement will be required.
- b) Claims for wages pursuant to these bylaws will be accompanied by the reason for such claim. ³²
- c) No payment will be made by the division without the required receipts and/or documentation as stipulated in these guidelines being supplied to the Division Secretary-Treasurer.
- d) Division endorsed forms will be supplied for the use of all elected positions for completion and submission to the Secretary-Treasurer at each meeting.
- e) Elected officers and committee person of the division will report all instances of having taken union leave, and will do so on the prescribed form.
- f) A verbal presentation of the contents of each officer's reports as recorded on the prescribed forms will be given at the meeting by the submitter.

3. TRUSTEES – AUDITING COMMITTEE

- 3.1 The Trustees of Division 322 shall examine the books not less than quarterly on a mutually agreed upon date and time as arranged by the Secretary-Treasurer. Trustees must view the bank account statements and compare to the actual journal entries for accuracy. Trustees shall meet with the Secretary Treasurer as a group and not individually. ³³

4. DIVISION 322 EXECUTIVES HOLDING TURNS

- 4.1 President, Local Chair, 1st and 2nd Vice Local Chairs, Secretary-Treasurer and Legislative Representative or designates of Division 322 may hold their turn(s) to attend meetings.

5. LOCAL CHAIR ANNUAL VACATION

- 5.1 The Local Chair of Division 322 will take annual vacation in accordance with the Collective Agreement but may arrange such vacation at a time which will not conflict with the duties of office.

6. APPOINTING REPLACEMENT

- 6.1 In the event the Local Chair of Division 322 is on Annual Vacation of leave or absence, they will appoint a member of the Local Committee of Adjustment to assume the duties of the office and will arrange to advise the Company and the membership.

7. REGULAR MEETINGS

- 7.1 The meetings will be held on the third Wednesday of each month at 14:00 at the Royal Canadian Legion (Robertson Branch). Any change to the regular meeting will comply with Rail Conference Division Rules Section 4 (including changes due to statutory holiday).³³
- 7.2 Meetings will be conducted and comply with "TCRC Decorum for Monthly Meeting Including the Use of Videoconferencing Policy".
- 7.3 Meetings will be non-smoking, and breaks will be scheduled.
- 7.4 Alcohol will not be permitted in the meetings.

8. BEREAVEMENT TRIBUTES

- 8.1 If a donation is made in the name of a member or past member who has passed away, it will be no more than \$250 which will be donated to the charity or charities of the deceased member's surviving family's choosing. If no charity is specified, the donation will be in the form of flowers to the funeral. It will be the responsibility of the Division President or the person appointed to ensure administration.³⁴

9. CONTRIBUTIONS TO SICK AND DISABLED MEMBERS

- 9.1 The president and/or person(s) appointed by the president shall provide the membership with the names of those who are sick and/or disabled at the regular monthly meeting (without disclosing personal information that would compromise privacy concerns). It is agreed that after a period of 3 months from the book-off date, that a list requesting voluntary donations on behalf of that member who is off due to an off-duty injury or illness will be posted for a period of not less than 2 months. The president and the person(s) appointed will collect and count the donations and arrange for delivery to the member. Donations will be submitted in the supplied envelopes with the intended member's name on the outside.³⁵

This document represents the practices, procedures and privileges put into effect by this division through past motions properly put before the membership.

Teamsters Canada Rail Conference
Division 322

Division 322 Executive Board Members :



President



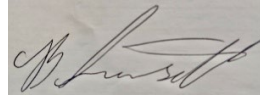
Secretary-Treasurer



Local Chair (C)



Legislative Representative



Vice President



Local Chair (LE)



Local Chair (TY)

Date : **July 16, 2025**

Footnotes

- 1 Motion carried February 19, 2025 – Appendix 2
- 2 Motion carried February 19, 2025 – Appendix 2
- 3 Motion carried February 19, 2025 – Appendix 2
- 4 Motion carried February 19, 2025 – Appendix 2
- 5 Motion carried February 19, 2025 – Appendix 2
- 6 Motion carried February 19, 2025 – Appendix 2
- 7 Motion carried February 19, 2025 – Appendix 2
- 8 Motion carried February 19, 2025 – Appendix 2
- 9 Motion carried February 19, 2025 – Appendix 2
- 10 Motion carried February 19, 2025 – Appendix 2
- 11 Motion carried February 19, 2025 – Appendix 2
- 12 Motion carried February 19, 2025 – Appendix 2
- 13 Motion carried February 19, 2025 – Appendix 2
- 14 Motion carried February 19, 2025 – Appendix 2
- 15 Motion carried February 19, 2025 – Appendix 2
- 16 Motion carried February 19, 2025 – Appendix 2
- 17 Motion carried February 19, 2025 – Appendix 2
- 18 Motion carried February 19, 2025 – Appendix 2
- 19 Motion carried February 19, 2025 – Appendix 2
- 20 Motion carried February 19, 2025 – Appendix 2
- 21 Motion carried February 19, 2025 – Appendix 2
- 22 Motion carried February 19, 2025 – Appendix 2
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- 24 Motion carried February 19, 2025 – Appendix 2
- 25 Motion carried February 19, 2025 – Appendix 2
- 26 Motion carried February 19, 2025 – Appendix 2
- 27 Motion carried February 19, 2025 – Appendix 2
- 28 Motion carried February 19, 2025 – Appendix 2
- 29 Motion carried February 19, 2025 – Appendix 2
- 30 Motion carried February 19, 2025 – Appendix 2
- 31 Motion carried July 16, 2025 – Appendix 2
- 32 Motion carried July 16, 2025 – Appendix 2
- 33 Motion carried February 19, 2025 – Appendix 1
- 34 Motion carried February 19, 2025 – Appendix 1
- 35 Motion carried February 19, 2025 – Appendix 1
- 36 Motion carried February 19, 2025 – Appendix 1

NOTE : By motion carried July 16, 2025, the following changes were made which have no effect on the intent of the document. All items were renumbered for ease of reference: the language in items 1.2 and 2 were modified for clarification purposes.

The enclosed Division 322 Practises and Procedures were approved by the TCRC National Executive Board on July 31, 2025 – P. Boucher TCRC President.

Appendix 1

- a) Reference TCRC Division 322 Bylaws, Section 4, a) – Division 322 regular meeting shall take place at 1400 on the 3rd Wednesday of each month at the Royal Canadian Legion (Robertson Branch).
- b) Reference TCRC Division 322 Bylaws, Section 15, a) – In addition to the requirements of TCRC Bylaws, Division Rules – Section 15 (a), Division 322 shall have the trustees (auditing committee) examine the books not less than quarterly on a mutually agreed upon date and time as arranged by the Secretary Treasurer. Trustees must view the bank account statements and compare to the actual journal entries for accuracy. Trustees shall meet with the Secretary Treasurer as a group and not individually.
- c) Reference TCRC Division 322 Bylaws, Section 39, – The president and/or person(s) appointed by the president shall provide the membership with the names of those who are sick and/or disabled at the regular monthly meeting (without disclosing personal information that would compromise privacy concerns). It is agreed that after a period of 3 months from the book-off date, that a list requesting voluntary donations on behalf of that member who is off due to an off duty injury or illness will be posted for a period of not less than 2 months. The president and the person(s) appointed will collect and count the donations and arrange for delivery to the member. Donations will be submitted in the supplied envelopes with the intended member's name on the outside. It is also agreed that if a donation is made in the name of a member or past member who has passed away, it will be no more than \$250 which will be donated to the charity or charities of the deceased members surviving families choosing. If no charity is specified, the donation will be in the form of flowers to the funeral.

Appendix 2

- a) Reference TCRC Division 322 Bylaws, Section 13, a) – Division 322 fixed monthly expenses,
 - a. The monthly wage for each Local Chairman is \$450,
 - b. The monthly home internet, not exceeding \$100, for each Local Chairman, receipt must be provided,
 - c. The monthly cell bill, not exceeding \$100, for each Local Chairman, receipt must be provided,
 - d. The monthly home internet, not exceeding \$100, for the Legislative Representative, receipt must be provided (Paid on a per capita basis between crafts),
 - e. The monthly cell bill, not exceeding \$100, for the Legislative Representative, receipt must be provided (Paid on a per capita basis between crafts),
 - f. Each Alternate Legislative Representative will receive up to \$100 towards their cell and home internet combined, receipts must be provided,
 - g. Each Vice Local Chairman will receive up to \$100 towards their cell and home internet combined, receipts must be provided,
 - h. The monthly wage for the Secretary Treasurer is \$450. (Paid on a per capita basis between crafts),
 - i. The monthly home internet bill, not exceeding \$50, for the President, receipt must be provided (Paid on a per capita basis between crafts),
 - j. The monthly meeting room rental, not exceeding \$400, receipt must be provided (Paid on a per capita basis between crafts),

Note: It is understood that any division officer holding two or more positions, that qualify for compensation under this appendix, shall only be entitled to claim compensation for one position.

- b) Reference TCRC Division 322 Bylaws, Section 22, – Except as identified herein, expenses will be craft specific and paid accordingly unless otherwise directed by the division. Joint expenses will be paid on a per capita basis between crafts unless otherwise directed by the division.
- c) Reference TCRC Division 322 Bylaws, Section 24, c) – Time lost to be paid by the daily rate of \$513.71 dated January 1, 2023. Wage increases through MOS or collective bargaining will apply to the identified rate. Any officer of the division requested by the membership to ‘work’ will provide to the President and Secretary Treasurer for approval ‘logs’ of the work completed.

These appendices as established for the TCRC Division 322 bylaws are approved on this date:

February 19, 2025

Ron Peters



President

Shaun Lennie



Secretary Treasurer