

# Payroll Verification/ Local 60 Member Q & A

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## 1) Rule 3 Overtime

- a) Q- What is work week for starts for employees on the extra board?
  - A- Monday through Sunday
- b) Q- What is work week for starts for employees on regular assigned jobs?
  - A- The first five days of assignment followed by two relief days
- c) Q- When does an employee receive overtime?
  - A- (Extra) Fill out a timecard/Integrify general claim use code 064 On any day after fifth start of week, a start is anything your compensated for (vacation, sick, personal, holiday, BOR, 013, Mandatory FRA rest 023, called not used *{exception is if it is your only compensation for the day, the called not used, will count as one start, if you also work within the same day, it will only be counted as one as well}*)
  - A- (Regular) Fill out a timecard/Integrify general claim code 063 On any day after fifth start of week, in order to be eligible for overtime on your relief day you must work your five prior scheduled days, if you take one day off (uncompensated) during week you will be eligible for overtime on your second relief day, but only if you work both relief days. see example timecard <http://utulocal60.com/members-tools/payroll/>
- d) Q- What can an employee be cut for overtime
  - A- (Regular passenger assignments) can be cut for a break of fifteen minutes or more with a maximum cut of twenty minutes for any assignment over eight hours
  - A- (Other than passenger assignments) can not be cut overtime for any time held over eight hours
- e) Q- If an employee exercises seniority or is forced assigned an assignment that will cause a situation where they would have more than five starts for the week would they be eligible for overtime?
  - A- No
- f) Q- What do I need if my train/assignment is delayed?
  - Fill out a timecard/Integrify general claim fill in delay section use code 055 and select appropriate supervision from list

## 2) Rule 7 Holidays

- a) Q- How are you paid for a holiday (eight-hour bonus day)
  - A- You must work the day before and the day after the holiday, a relief day, vacation day, personal day, or optional day will extend the bridge (you still must work the day before and after these days) but not protect. Sick day will not bridge or protect a holiday paid automatically see below for exception
- b) Q- What if I have a scheduled vacation before or after the holiday
  - A- You must complete a timecard/Integrify general claim if you use PTO around a holiday, it does not automatically pass

## 3) Rule 10 Sick Benefits

- a) Q- How are sick days paid?

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- A- Sick days will be paid automatically for the first five annually for every day you are marked off "sick" if you are using days from your PTO bank (carried over from previous years) you must submit a time-card/Integrify general claim for those days

## 4) Rule 19- Deadhead

- a) Q- When is an extra employee entitled to deadhead and mileage?
  - A- Whenever you are called for an assignment outside the location where the extra list you are holding is established, or any of the locations that list does not protect. Reference the calling order, anywhere outside location your board protects
- b) Q- Am I entitled to deadhead and mileage from the supplemental list?
  - A- Yes to all locations exempt where supplemental list is established and your home terminal
- c) Q- Am I entitled to deadhead and mileage if called while on vacation or in pick position?
  - A- Yes, and deadhead shall be based upon the location of the supplemental extra list for which the person is called. See Q&A #86
- d) Q- Where am I paid DH from if I place my name on supplemental list?
  - A- You will be paid from where the supplemental list is based
- e) Q- Where am I paid DH from if I do **NOT** place my name on supplemental list?
  - A- You will be paid to and from where the supplemental list is based
- f) Q- What are ACTP & CTP students compensated for deadhead?
  - A- When assigned a mentoring assignment for TC assignments you are due round trip daily based on division the terminal is in.
  - A- When assigned a mentoring assignment for AC assignments you are due round trip daily based on division the terminal is in.
  - A- When assigned a mentoring assignment for CO assignments you are due first on, last off, (like in rule 19 of our agreement this would be broken by any day moved to a different terminal or relief day) based on division the terminal is in.
- g) You must complete a timecard/Integrify general claim to be compensated for deadhead

## 5) Rule 23 Calls

- a) Q- What is the 011 payment?
  - A- If you are used for anything after "earned compensation for the entire day or after completion of running the last train of his or her assignment" you are due time and a half (even if your assignment is under eight hours) with a minimum of two hours for additional train movements. This also includes a random drug and alcohol test see Q & A 33B see example timecard <http://utulocal60.com/members-tools/payroll/>
  - You must complete a timecard/Integrify general claim to be compensated for an 011
- b) Q- What is the Rule 23 Q & A 101 payment?
  - A- If you are asked to perform service and do so prior to your sign-up time and then revert to your regular assignment you are due an eight payment, have all details included on timecard including trains or yard moves and who ordered you to do it
  - You must complete a timecard/Integrify general claim to be compensated for this use **code 111**

## 6) Rule 24 - Not Used on Regular Assignment

- a) Q- If I am moved from my regular assignment to another assignment what am I paid?

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- A- You are due earnings of greater assignment, you must submit a time card use code's 017 (used on another assignment) this will request a signature from Crew Caller supervisor list **Note**; if this happens in the field notify the crew callers so they can update SCAT or have supervision make a note for verification

## 7) Rule 25 Hours of service

- a) **Q-** Am I compensated for an FRA required 24 hours or two calendar days
  - **A-** Yes you will be paid four (4) hours and will be credit a start for each day use claim code 023
  - You must complete a timecard/Integrify general claim to be compensated for 023

## 8) RULE 35 - Bereavement Leave

- a) **Q-** What am I entitled to for a loss of a family member
  - **A-** Bereavement leave will be allowed in case of the death of an employee's brother, sister, parent, step-parent, child, spouse or spouses' parent, grandparent or grandchild, Employees may attend the funerals for any of the persons covered by this rule on any of the three (3) bereavement days. In such cases, eight hours pay at the straight time rate will be allowed for each workday lost during bereavement leave.
- b) **Q-** For extra employees?
  - **A-;**
    - (a) Employees may attend the funerals for any of the persons covered by this rule on any of the three (3) bereavement days.
  - You must submit timecards (924 claim code) for each day and attach a death certificate, letter from funeral home or obituary, make sure the document can show relationship to you.

## 9) Mentoring

- a) **Q-** What am I paid for having a student from the CTP?
  - **A-** Four hours straight time, you must submit a timecard/Integrify general claim for claim code 037, with students' name and number in details section, if you are extra or not regularly getting students contact rail training to confirm you are on list, this number will be on CTP student evaluation sheet

## 10) Mishandled/crew caller errors

- a) **Q-** How am I paid if there was a mistake by crew management?
  - **A-** You must ensure SCAT has been updated by speaking your union representative and or a crew caller supervisor, all claims need a detailed timecard/Integrify general claim, in details section write "see note in SCAT"

## 11) EAP/Critical incident

- a) **Q-**What am I paid if I am involved in a critical incident (see critical incident agreement here <http://utulocal60.com/testing/downloads/CriticalIncidentAgreement.pdf> )
  - **A-** You are paid the earnings of your assignment until you are seen and released by EAP, attach the form you receive from EAP to each timecard/Integrify general claim for each day submitted, claim code 940, in details section write "marked off EAP by supervision pay earnings of \_\_\_\_\_ returned to work by EAP on \_\_/\_\_/\_\_\_\_". If you are seen by EAP on your relief day you are entitled to eight hours at time and a half.

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Reminder it is your responsibility to mark back up once EAP clears you to return (supervision will mark you off, confirm with the caller)

## 12) CTP Students

- a) **Q-** How am I paid for the AC/TC portion of class?
  - When assigned to a mentor you must submit a timecard/Integrify general claim, use code 012 "TOP" for earnings of \_\_\_\_\_ (this is important for the OT the assignment pays) and all arbitraries 008 deadhead, 022 (AC Cert pay), 057 no-lunch claim, 044 reverse terminal etc.
  - When on independent work assignments, submit a timecard/Integrify general claim for arbitraries 008 deadhead, 057 no-lunch claim (when not part of regular pay [will require a signature]) for an 064 (more than five starts) 063 (working relief day)
- b) **Q-** How am I paid for the conductor portion of CTP?
  - You will be paid at 100% of conductor rate
  - When assigned to a mentor you must submit a timecard/Integrify general claim, use code 012 "TOP" for earnings of \_\_\_\_\_ (this is important for the OT the assignment pays) and all arbitraries 008 deadhead, 046 (Cert pay), 057 no-lunch claim, 044 reverse terminal etc., 025 (equip to SSYD) 039 (Mail allowance)
  - When qualifying the training department may submit your earnings directly to verification (check with instructor)
  - If force assigned, you must submit a timecard/Integrify general claim use code 009 (qualifying) & 111 (other) request a signature form supervisor list (the trainmaster who issues your head-end pass) **this is not paid automatically!**

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## Extra Board Guarantee

The extra board guarantee is contained in our agreement in multiple spots, below is an explanation on how it applied and how to submit payment when you are available to work and not called.

Employees covered under the agreement are guaranteed a minimum of forty (40) hours paid per week, this is based on Monday through Sunday (so encompasses two pay periods)

- This is based on a strictly 40 hours and does not include any arbitraries
- This will be reduced for any day taken off excluding the optional
- This will be reduced by the earnings of any assignment you are in line for and drop
- If you are cut from extra board and placed in furlough status, you are only eligible to collect the guarantee for the portion of the week you are on the board
- Holiday pay, counts against the total of 40 hours for the week
- All overtime, arbitraries (deadhead, paperwork pay, cert pay, SSYD) earned for the period, will be subtracted from the total of 40 hours for the week
- If you are displaced and pick the extra board, you are only eligible to collect the guarantee for the portion of the week you are on the board
- If you are force assigned and that causes the guarantee, you are eligible to collect it
- If you are force assigned, then bumped, you must immediately go back on the extra board within five hours to protect the guarantee for the week
- If you are called for an assignment that your extra board does not protect and do not answer the call you will not lose the guarantee

Submitting a timecard for the guarantee

- You must wait till the Sunday to submit for the week, if your total pay for Monday through Sunday is less than the total amount of 40 hours at your current rate you can submit for the payment of the balance
  - **Example** if you worked Tuesday for a total of \$331.00 then work Saturday for a total amount of \$452.00, you do not work any other day that week and are available, (current rate of 37.30 X 40 = 1,492.00) subtract the total for two days \$783 from \$1,492 = \$709 would be total due for the guarantee
- Submit a timecard via Integrify use code 018 and list your starts and days you were available in details section
- Once both pay periods are paid out, verification will process the payment for the guarantee (there is a delay of payment due to waiting for both pay periods to finish)

Below are the locations and language contained in our agreement that pertain to the guarantee

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## **Rule 7**

**H** Any employee assigned to an extra board who works on any of the holidays listed in paragraph "f" will be paid at the overtime rate for all services performed on the holiday. Not more than one time and a half payment will be allowed, in addition to the one-hour holiday payment, for services performed during single trip or tour of duty on a holiday which is also a workday or a vacation day. Such payments shall be counted against an employee's weekly guarantee.

## **Rule 16 Q&A 19**

**Question** With respect to Rule 16(f), what happens if an employee is able to but fails to exercise his displacement rights within the prescribed time limits?

**Answer** An employee possessing sufficient seniority to hold position on the extra board will revert to the extra board but in the event he reverts to the extra board after the start of the workweek he shall not be eligible to receive a guarantee for that workweek. If necessary because of the requirements of service, the junior employee shall be removed from the extra board. An employee without sufficient seniority to displace another employee from the extra board will be treated as an employee not possessing sufficient seniority to displace any employee and will be placed in furlough status. This question and answer also would apply to an employee who is displaced due to another employee's exercise of displacement rights under Rule 16. Extra employees cut off extra board during the workweek will be allowed extra board guarantee

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pay for that portion of the workweek assigned to the extra board for which he would have been paid had he not been cut off and would have been qualified for pro-rated at one seventh per day of the weekly guaranteed amount.

## **Rule 20**

a. An employee who is assigned to an extra board who is available for service during an entire weekly period and who does not layoff or miss a call will be guaranteed a money equivalent of forty (40) straight-time hours each weekly period. NJT Rail shall determine the location of and the number of employees assigned to an extra board, but shall consult with the Local Chairmen at their request.

1. Employees subject to Rule 16(i) and (j) will be covered under the guarantee as follows:

Employees force assigned will be entitled to their guarantee for the previous week if the loss of the guarantee would have been caused by the force assignment.

Employees force assigned and then displaced from the force assignment will protect their guarantee for the present week if they immediately (within 5 hours) pick an Extra Board, mark up and make themselves available to work.

e. When an extra list is exhausted, the nearest regular extra list shall be consulted and selection shall be on the same basis as set out in this Rule. An employee at the next regular extra list who misses a call in such a situation shall retain his standing on the extra list and shall not be charged any hours against his guarantee. However, an employee at the next regular extra list shall not refuse to accept such an assignment.

## **Question 14**

Does holiday pay affect an employee's weekly guarantee?

## **Answer**

Yes. Payments made for holidays are applied towards an employee's weekly guarantee.

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## Question 26

With respect to Rule 20, Extra Board, how is an extra employee's guarantee affected when he lays off or misses a call?

**Answer** An employee assigned to an extra board who lays off or misses a call will have his/her weekly guarantee reduced by the earnings he/she would have been paid for the assignment including all arbitraries, he/she was called for, or would have been called for, but did not work.

## Question 107

Is an Extra List Assistant Conductor who is force assigned to a vacancy 12:01 a.m. Sunday, eligible for a weekly guarantee as provided by Rule 20 if he/she returns to the Extra List as a result of being displaced by a senior employee?

**Answer:** Yes, an Assistant Conductor would be entitled to a guarantee provided the employee does the following:

- (1) Immediately marks up on the Extra Board after being notified of their displacement,
- (2) Makes themselves available for call for the remainder of the workweek (extra board).
- (3) Does not take an optional day for the remainder of the workweek,
- (4) Otherwise fulfills all conditions within Rule 20.