



BROTHERHOOD OF LOCOMOTIVE ENGINEERS AND TRAINMEN

GENERAL COMMITTEE OF ADJUSTMENT GCA-400/Division 682
Indiana Harbor Belt Railroad Division

“How-to” Guide

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DISCLAIMER

Always remember to consult with your union officials regarding any work-related issues you may encounter. Your union representatives are a vital resource and can provide you with the most accurate and up-to-date information related to your rights and responsibilities within the railroad industry and your carrier.

This book serves as an informational “How-to” guide, but please keep in mind that the processes shown in this guide may be subject to updates and changes over time. The railroad industry and its policies can and are always evolving, which makes it all the more important to stay connected with your union.

I cannot stress enough the importance of double-checking with your union regarding the many procedures and protocols in place. Whether you are facing a specific issue, seeking clarification on an agreement, or need assistance with a grievance, your union officials are there to support you, and to make sure that you are fully informed of your options.

By maintaining open communication with your union, you can stay updated on any changes and ensure that you are taking the right steps to protect your interests and well-being. Don't hesitate to reach out to them whenever you have questions or concerns. Your union is your ally, and their support can make a significant difference in addressing any problem you may face at work.

Always remember that **majority rules** in our union (Division). When important issues come up—such as contract negotiations, policy changes, etc. The collective voice of the present majority determines our actions. Understanding the importance of majority rule shows solidarity within our division, allowing us to advocate successfully for our shared interests. **Your voice matters, and together, we can make a significant impact.**

VIRES ACQUIRIT EUNDO.



VACATIONS

Extracted from the National Vacation Agreement, as amended:

Section 1(a) - One Week

Each employee will be qualified for an annual vacation of one week with pay, or in lieu thereof, if during the preceding calendar year the employee renders service amounting to 120 qualifying days.

Section 1(b) - Two Weeks

Each employee, having two or more years of continuous service with the employing carrier will be qualified for an annual vacation of two weeks with pay, or pay in lieu thereof, if during the preceding calendar year the employee renders service amounting to 110 qualifying days.

Section 1(c) - Three Weeks

Each employee having eight or more years of continuous service with the employing carrier will be qualified for an annual vacation of three weeks with pay, or pay in lieu thereof, if during the preceding calendar year the employee renders service amounting to 100 qualifying days.

Section 1(d) - Four Weeks

Each employee, having seventeen or more years of continuous service with the employing carrier will be qualified for an annual vacation of four weeks with pay, or pay in lieu thereof, if during the preceding calendar year the employee renders service amounting to 100 qualifying days.

Section 1(e) - Five Weeks

Each employee, having twenty-five or more years of continuous service with the employing carrier will be qualified for an annual vacation of five weeks with pay, or pay in lieu thereof, if during the preceding calendar year the employee renders service amounting to 100 qualifying days.

Vacation inquiry

Log in the NS mainframe, and search option 1 (For trainmen it is option 2), click ENTER.

IH BR TERRITORY		PSTS02
DISTRICT: IH SUB-DISTRICT: BR		
001 ENGINE SERVICE	014 FUTURE LAYOFF REQUEST	
002 SWITCH SERVICE	015 ELECTRONIC BID APPLICATION	
003 TRAIN SERVICE	016 VACATION SCHEDULED	
005 TIE-UP	018 ADVERTISEMENT BID INQUIRY	
007 MISCELLANEOUS CLAIM	019 POSTED JOB EARNINGS	
008 EMPLOYEE MISC. INFO	021 ADDRESS CHANGE	
009 TIMESLIP INQUIRY	022 PHONE NUMBER CHANGE	
010 HOURS OF SERVICE SELECTION	023 GUARANTEE SELECTION	
	024 THOROUGHbred BONUS STARTS	
	025 CONDUCTOR PRINT PACKAGE	
SELECTION: (1_)		
VILLASENOR, J. G. (JOSE) *DON'T FORGET TO LOGOFF* INCOMPLETE HRS OF SVC: 00		
LIMBO TIME: 00:44 TOTAL TIME: 115:57 CONS STARTS: 0		
ENTER=PROCESS SELECTION PF1=HELP PF3=EXIT PF4=VIEW CREW		

Search option [3](#)(VACATION INQUIRY), click [ENTER](#).

IH BR TERRITORY		PSTS02
ENGINE SERVICE SELECTIONS		
DISTRICT: IH SUB-DISTRICT: BR		
001 SENIORITY ROSTER	INQUIRY	
002 OPEN ASSIGNMENTS	INQUIRY	
003 VACATION	INQUIRY	
004 SYSTEM BOARD - EN EXTRA BD-POS		
005 SYSTEM BOARD - EN EXTRA BD-SEN		
006 1ST SHIFT K1 JOBS		
007 2ND SHIFT K1 JOBS		
008 3RD SHIFT K1 JOBS		
009 1ST SHIFT K2 JOBS		
010 2ND SHIFT K2 JOBS		
011 3RD SHIFT K2 JOBS		
012 1ST SHIFT K3 JOBS		
013 2ND SHIFT K3 JOBS		
014 3RD SHIFT K3 JOBS		
015 1ST SHIFT K4 JOBS		
016 2ND SHIFT K4 JOBS		
017 3RD SHIFT K4 JOBS		
018 GIBSON - EN EXTRA BD-POS		
019 GIBSON - EN EXTRA BD-SEN		
020 BLUE ISLAND - EN EXTRA BD-POS		
021 BLUE ISLAND - EN EXTRA BD-SEN		
022 ARGO/NORPAUL - EN EXTRA BD-POS		
023 ARGO/NORPAUL - EN EXTRA BD-SEN		
024 SYSTEM BOARD - EN EXTRA BD-SEN		
025 1ST SHIFT GIBSON YARD		
026 2ND SHIFT GIBSON YARD		
027 3RD SHIFT GIBSON YARD		
028 1ST SHIFT BLUE ISLAND YARD		
029 2ND SHIFT BLUE ISLAND YARD		
030 3RD SHIFT BLUE ISLAND YARD		
031 1ST SHIFT ARGO YARD		
032 2ND SHIFT ARGO YARD		

SELECTION: (3_)

ENTER=PROCESS SELECTION PF1=HELP PF3=EXIT PF7=PAGEUP PF8=PAGEDOWN

Type in "[IHBRENIH](#)" for engineers and "[IHBRSWGB](#)" for trainmen, and the **date range**, click [ENTER](#). This screen will show the **Start/End dates** of the current year vacation allotments and how many days their vacation time they may have for the corresponding week. *Under the section "Future Layoff request", we will explain another option to look up vacation inquiries.*

DIST/SDIST: IH BR		VACATION INQUIRY		PSTS70E
LIST ID: (IHBRENIH)		OR DIST/SDIST: ()		OR HOME TERM: ()
ADDITIONAL FILTERS: ROAD/YARD: ()		R/Y		CRAFT TYPE: () CC,"ES","TS"
START DATE: (082824)		THRU: (122824)		PRINTER: ()
=====				
EMPLOYEE NAME	ST	START	END	DAYS
STRONCZEK, A. M.	(VO	08/25	08/31	07
PERKOWSKI, M. G. (MARIUS	KO	08/26	09/01	07
HARDMAN, D. K.	VO	08/26	09/01	07
MASON, A. J. (ANTONI		08/27	08/28	02
SEITZINGER, B. L. (BRIA		08/29	08/29	01
COTNER, B. (BRIA	YO	08/30	09/05	07
CUNDARI, C. J.		08/31	08/31	01
MATHISEN, M. W. (MATTHE	BO	08/31	08/31	01
GUZMAN, J. (JUSTI		08/31	08/31	01
KRANIK, G. M. (GEORG	BO	09/01	09/01	01
MATHISEN, M. W. (MATTHE	BO	09/01	09/01	01
COKENOWER, H. R. (HARR	BO	09/02	09/08	07
ROGERS, L. B. JR (BO	09/02	09/08	07
JOHNSON, R. D. II (RAND	BO	09/02	09/08	07
LINDNER, A. E. (AARO	BO	09/02	09/02	01
MATHISEN, M. W. (MATTHE	BO	09/02	09/02	01
DD/SD VAC LIST CURR ASG REST				
IH BR IHBRENIH EX0058EN FR SA				
IH BR IHBRENIH EX0028EN MO MO				
IH BR IHBRENIH EX0052EN SU MO				
IH BR IHBRENIH YK2S03EN SU MO				
IH BR IHBRENIH YK2S60EN FR SA				
IH BR IHBRENIH EX0066EN WE TH				
IH BR IHBRENIH YK2S12EN SU MO				
IH BR IHBRENIH YK1S29EN FR FR				
IH BR IHBRENIH YK2S51EN SU MO				
IH BR IHBRENIH YK1S05EN FR SA				
IH BR IHBRENIH YK1S29EN FR FR				
IH BR IHBRENIH YK1S12EN SA SU				
IH BR IHBRENIH YK2S01EN SA SU				
IH BR IHBRENIH EX0135E0 SU SU				
IH BR IHBRENIH YK2S07EN SA SU				
IH BR IHBRENIH YK1S29EN FR FR				
ENTER=INQUIRE PF1=HELP PF3=EXIT PF8=PAGE DOWN PF11=PREV MENU				
MORE >>>				

VACATION BIDDING

Between November 1st and November 30th of every year, employees are required to input their vacation bids in the kiosk for the following year. Option **17** "vacation bid maintenance" will appear and be available to select.

```
DISTRICT: IH  SUB-DISTRICT: BR

001 ENGINE SERVICE      014 FUTURE LAYOFF REQUEST
002 SWITCH SERVICE      015 ELECTRONIC BID APPLICATION
003 TRAIN SERVICE       016 VACATION SCHEDULED
                        017 VACATION BID MAINTENANCE
005 TIE-UP              018 ADVERTISEMENT BID INQUIRY
                        019 POSTED JOB EARNINGS

007 MISCELLANEOUS CLAIM 021 ADDRESS CHANGE
008 EMPLOYEE MISC. INFO 022 PHONE NUMBER CHANGE
009 TIMESLIP INQUIRY    023 GUARANTEE SELECTION
010 HOURS OF SERVICE SELECTION 024 THOROUGHbred BONUS STARTS
                        025 CONDUCTOR PRINT PACKAGE

SELECTION: ( 17_ )
*DON'T FORGET TO LOGOFF* INCOMPLETE HRS OF SVC: 00
LIMBO TIME: 00:00  TOTAL TIME: 000:00 CONS STARTS: 2
ENTER=PROCESS SELECTION  PF1=HELP  PF3=EXIT  PF4=VIEW CREW
```

Splits - up to **52** choices per split is allowed, only **12** are initially displayed. An individual screen for each split will be displayed to allow you to make requests up to the maximum number of splits allowable. Each split will be displayed, and the employee can bid week number and number of weeks desired as their first choice, second choice, third choice, etc., on their first split, up to 52 choices. Using the **F8** key to scroll down additional choices for this split will be displayed. Once the choices have been selected for that split, **F12** will then display the next split option.

```
EMPLOYEE VACATION BID MAINTENANCE                                PSTS70L
FOR VACATION YEAR: 25

EMPLOYEE NAME: ( ) EMPLOYEE NO: ( )
DIST/SDIST: IH BR ADVERTISE ID: SUPTNOTICE CLOSE DATE: 11/30/24
VAC LIST: IHBRENIH VAC QUAL DATE: WK BEGS ON: MON OR CLDR DAYS: N
WEEKS DUE: 2 DAYS: 14 MAX VACATIONS: 0 WEEKS BY DAYS ALLOWED: 0 CLAIM: ( 0 )

----->>>> VACATION 01 <<<<-----
VAC WEEK DUR OR WEEK DUR OR WEEK DUR OR WEEK DUR OR WEEK DUR OR WEEK DUR
01 1 51 1 2 47 1 3 15 1 4 23 1 5 25 1 6 36 1
7 _ 8 9 10 11 12
COMMENTS ( )
( )
( )

----->>>> VACATION WEEKS <<<<-----
01- 01/06 08- 02/24 15- 04/14 22- 06/02 29- 07/21 36- 09/08 43- 10/27 50- 12/15
02- 01/13 09- 03/03 16- 04/21 23- 06/09 30- 07/28 37- 09/15 44- 11/03 51- 12/22
03- 01/20 10- 03/10 17- 04/28 24- 06/16 31- 08/04 38- 09/22 45- 11/10 52- 12/29
04- 01/27 11- 03/17 18- 05/05 25- 06/23 32- 08/11 39- 09/29 46- 11/17 53- /
05- 02/03 12- 03/24 19- 05/12 26- 06/30 33- 08/18 40- 10/06 47- 11/24 54- /
06- 02/10 13- 03/31 20- 05/19 27- 07/07 34- 08/25 41- 10/13 48- 12/01 55- /
07- 02/17 14- 04/07 21- 05/26 28- 07/14 35- 09/01 42- 10/20 49- 12/08 56- /

LAST UPDATE: BY:
ENTER=INQ F1=HLP F3=EXIT F5=UPDATE F7/F8=UP/DN F11=PRV MENU F12=NEXT VACATION
```

Every week in the year is broken down to a corresponding number, the example below displays “01-01/06” as the first vacation week. If that is your selection, type “01”, in your first split slot. The “2” represents that you are electing to bid two weeks of vacation to start on that date, if you wanted a one-week slot then type a “1”. You may also submit a comment like the example below. After all selections have been filled, click **F5** to update.

EMPLOYEE VACATION BID MAINTENANCE										PSTS70L	
FOR VACATION YEAR: 25											
EMPLOYEE NAME: ()				EMPLOYEE NO: ()							
DIST/SDIST: IH BR				ADVERTISE ID: SUPTNOTICE				CLOSE DATE: 11/30/24			
VAC LIST: IHBRENIH				VAC QUAL DATE:				WK BEGS ON: MON OR CLDR DAYS: N			
WEEKS DUE: 2 DAYS: 14				MAX VACATIONS: 0				WEEKS BY DAYS ALLOWED: 0 CLAIM: (0)			
----->>>> VACATION 01 <<<<-----											
VAC	WEEK	DUR	OR	WEEK	DUR	OR	WEEK	DUR	OR	WEEK	DUR
01	1	01 2		2			3			4	
	7	1		8			9			10	
										11	
											12
COMMENTS (START MY VACATION AFTER MY OFF DAYS_)											
()											
()											
----->>>> VACATION WEEKS <<<<-----											
01-	01/06	08-	02/24	15-	04/14	22-	06/02	29-	07/21	36-	09/08
02-	01/13	09-	03/03	16-	04/21	23-	06/09	30-	07/28	37-	09/15
03-	01/20	10-	03/10	17-	04/28	24-	06/16	31-	08/04	38-	09/22
04-	01/27	11-	03/17	18-	05/05	25-	06/23	32-	08/11	39-	09/29
05-	02/03	12-	03/24	19-	05/12	26-	06/30	33-	08/18	40-	10/06
06-	02/10	13-	03/31	20-	05/19	27-	07/07	34-	08/25	41-	10/13
07-	02/17	14-	04/07	21-	05/26	28-	07/14	35-	09/01	42-	10/20
										49-	12/08
										56-	/
LAST UPDATE: 241101 1105 BY:											
ENTER=INQ F1=HLP F3=EXIT F5=UPDATE F7/F8=UP/DN F11=PRV MENU F12=NEXT VACATION											

VACATION PAYMENT/QUALIFICATIONS INQUIRY

To view your vacation payment or qualifications, search option **8**, click **ENTER**.

IH BR TERRITORY		PSTS02
DISTRICT: IH SUB-DISTRICT: BR		
001 ENGINE SERVICE	014 FUTURE LAYOFF REQUEST	
002 SWITCH SERVICE	015 ELECTRONIC BID APPLICATION	
003 TRAIN SERVICE	016 VACATION SCHEDULED	
	017 VACATION BID MAINTENANCE	
005 TIE-UP	018 ADVERTISEMENT BID INQUIRY	
	019 POSTED JOB EARNINGS	
007 MISCELLANEOUS CLAIM	021 ADDRESS CHANGE	
008 EMPLOYEE MISC. INFO	022 PHONE NUMBER CHANGE	
009 TIMESLIP INQUIRY	023 GUARANTEE SELECTION	
010 HOURS OF SERVICE SELECTION	024 THOROUGHbred BONUS STARTS	
	025 CONDUCTOR PRINT PACKAGE	
SELECTION: (8_)		
DON'T FORGET TO LOGOFF INCOMPLETE HRS OF SVC: 00		
LIMBO TIME: 00:00 TOTAL TIME: 000:00 CONS STARTS: 2		
ENTER=PROCESS SELECTION PF1=HELP PF3=EXIT PF4=VIEW CREW		

The following screen will display your information (Home address, switch keys, etc.). Select either **F6** for Vacation inquiries or **F7** for Qualifications.

EMPLOYEE MISCELLANEOUS INFO		PSTS02P
EMPLOYEE NAME: _____		EMPLOYEE NUMBER: _____
SWITCH KEYS :	HOME TERMINAL: 00503	
RADIO NUMBER :	TMT :	IHBR
RULES EXAM :	HIRE GROUP :	IHBRENBR
AVAILABLE PERSONAL LEAVE : DUE:	TAKEN: 000	BALANCE: 000
ACCUMULATED PERSONAL LEAVE: :	: 000	: 000
VACATION DAYS/WEEKS: : 02	: 01	: 01
SPLIT DAYS: : 00	: 00	: 00
HOME ADDRESS: _____		MAIL ADDRESS: _____
ENTER=PROCESS F1=HELP F3=EXIT F6=VAC/HOL/PL F7=QUALS F11=PREV MENU		

The example below is to view qualification, this selection is updated after submitting your qualification sheets to the crew callers. Qualifications expire after 2 years.

IH BR	EMPLOYEE QUALIFICATION MAINTENANCE		PSTS05Q
EMPLOYEE NAME: _____		EMPLOYEE NUMBER: _____	
FUNC	CODE	EXPIRE DATE	DESCRIPTION
—	ACME	050723	ACME VIA CP98 IHB N
	BARR	100123	BARR YARD IHB N
	BELT		OUTER BELT QUALIFIED IHB N
	BHRB	042523	BURNS HARBOR IHB N
	BRCY	100123	ARGO - BRC CLEARING IHB N
	CNIC	100123	BLUE ISLAND - HIGHLAWN IHB N
	CNRR	012325	MARX BOTTLES VIA CN IHB N
	CPRS	100123	NORPAUL - CP BENSENVIL IHB N
	CP11	100123	IHB-CP CALUMET P-CP 113 N
	CSXM	012325	MARX BOTTLES CSX IHB N
	DBPQ		DISTRIB POWER QUALIF IHB N
	GBWE		GIBSON YD WEST END IHB N
	GCPK	100123	IHB-CP GIBSON-CP CALUMET P N
	GOSB	100123	KKL-CP GIBSON-EAS OSBORN N
FUNCTION CODES: A ADD, C CHANGE, D DELETE ENTER=INQUIRE/PROCESS PF1=HELP PF3=EXIT PF8=PAGEDN PF12=NEXT EMP PRESS PGDWN FOR FURTHER QUALIFICATIONS			

An employee receiving vacation, or pay in lieu thereof, under Section 1 shall be paid for each week of such vacation 1/52 of the compensation earned by such employee on the carrier on which he qualified under Section 1 during the calendar year preceding the year in which the vacation is taken, but in no event shall such pay for each week of vacation be less than five (5) minimum basic day's pay at the rate of the last service rendered.

The example below is to view vacation payment or step rate information. The 1/52nd amount increases for vacation payment after every compensated start. You may also view your current step rate; you can change the year in the top right hand corner to view next year information.

```

EMPLOYEE STATISTICS INQUIRY                                PSTS269N
EMPLOYEE NAME:                                           EMPLOYEE ID:      YEAR: 2025
===== VACATION =====
VAC/PL SERVICE DATE:                                VACATION ANNIVERSARY YEAR : N
VACATION ENTITLEMENT DUE PAID REMAINING             PRIOR YEAR 1/52          :$ 1,674.20
VACATION WEEKS      : 2      0      2              PR YR CUMULATIVE SERV DAYS : 0
VACATION DAYS       : 00     00     00              TOTAL QUALIFYING DAYS   : 0
===== PERSONAL LEAVE =====
PL ENTITLEMENT                DUE PAID REM          PL DUE ONLY PERTAINS TO YOU IF YOUR
CARRYOVER (EXP ) : 000 000 000                     LABOR AGREEMENT PROVIDES FOR PL AND
CURRENT              : 000 000 000                     YOU ARE WORKING A JOB THAT QUALIFIES
DDO PERSONAL LEAVE   : 000 000 000                     AS PL ELIGIBLE
HOLIDAY CONVERTED TO PL : 000 000 000             ===== SICK =====
ACCUMULATED          : 000 000 000                     DUE PAID REM
ADDITIONAL DAY        : 000 000 000             SICK              : 000 000 000
TOTAL PL REMAINING    :              000          SICK CONVERTED : 000 000 000
PL ANNIVERSARY YEAR   : N              ===== PRODUCTIVITY FUND STATISTICS =====
===== HOLIDAYS =====                                MTD YTD PREV
HOLIDAYS PAID         : 00              FUND DESCRIPTION      TRIPS TRIPS YTD
HOLIDAYS LOST         : 00
===== STEP RATES =====
CURRENT STEP RATE     : 100
ENTER=INQUIRE  F1=HELP  F3=EXIT
RECORD DISPLAYED

```

Notes:

CHEAT SHEETS

AVAILABLE IN POCKET SIZES UPON REQUEST

BLE - T DIVISION 682		
RADIO CHANNELS		CHANNEL/TONE
UP PROVISO	TOWER	71-71
	GENERAL	41-41
UP YARD CENTER	YARD CENTER	69-69
	VILLA DISP	20-20 (*53)
CP	ELGIN DISP	94-94 (1)
	GENERAL	88-88
	FL CREW	34-34
	CL CREW	84-84
	MECH	24-24
BRC	N.DISP	39-39
	S.DISP	26-26
	W.YDM	18-18
	DIESEL SHOP	79-79
	E.YDM	89-89
NS	CHICAGO TERM	46-46(643)
	CHICAGO DIST	76-76(922)
	B.HARBOR	64-64
PORT	BHS CH 2	91-91
	BHS CH 1	29-29
CSX	RB DISP	12-12 (1)
	RA DISP	14-14 (3)
	MAIN	08-08
	BARR	19-19
CN	MARKHAM	28-28
IHB	WEST DISP	58-58
	EAST DISP	25-25
	BLUE ISLD	97-97
	WEST END	95-95
	NORPAUL	58-58
	M.AVE	29-29/25-25
	ROUND HOUSE	86-86
	ARGO	58-58

BLE - T DIV. 682

RADIO CONTROLLED SWITCHES		CHANNEL	TONE
MICHIGAN AVE	3/4 LEAD	25-25	#1
BURNHAM YARD	8 RUNNER TRK	25-25	NE#88 SE#08
GIBSON -AUTO YD	8 LD	95-95	#08
	4/7 LD		#07
	20 SWI		#20
	20/21 XO		#21
	21/22 XO		#22
	22/23 XO		#23
	24 SWI		#24
	25 SWI		#25
	20/26		#26
GIBSON-EAST END	TRK 20-NC		#40
	TRK 21-NC		#41
	TRK 22-23		#42
	3/4 CONN XO	25-25	#34-REVERSE
	3/4 CONN XO		#43-NORMAL
	4 CONN(NEW CONN)		#35
	24/30 SWI		#30
CALUMET CITY YD	WYE SWI	29-29	#05
BLUE ISLD HUMP	NORTH LD- NO.2 TRK	97-97	#13
	15 NORTH LEAD		#15
	17 MIDDLE LD		#17

CARRIER PHONE DIRECTORY

IF CALLING FROM A COMPANY PHONE, JUST DIAL THE EXTENSIONS BELOW TO MAKE THE CALL.
OUTSIDE CALLS HAVE TO INCLUDE EITHER "219-989-****(INDIANA)" OR "708-201-****(ILLINOIS)"

WEST END	EXTENSION	MICHIGAN AVE	EXTENSION
YARDMASTER	4827	YARDMASTER	4783
LUNCHROOM	4841	LUNCHROOM	4780
EAST END	4842	TRAINMASTER	4875

BLUE ISLAND	EXTENSION	ARGO	EXTENSION
YARDMASTER	3454	OFFICE	3428
E/E LUNCHROOM	3488	LUNCHROOM	3429
TRAINMASTER	3451		
HUMP	3456		

BURNHAM	EXTENSION	BACK ROOM	EXTENSION
OFFICE	4833	CHIEF DISP.	4737
FAX	4791	EAST DISP.	4742
		WEST DISP.	4743

PAYROLL	EXTENSION	OTHER	EXTENSION
GUARANTEE FAX	6744	CREWCALL	4822
HOTLINE	4732	SAFETY	4965

CLAIMS

Key Steps for Writing a solid Claim

As the person who was directly affected, you have a unique understanding of how our agreement has been violated. Your union officials are available to help guide you through the process, but when you submit your claim, you are expressing that the railroad has not honored our agreements. It is important to remember that the responsibility to demonstrate this falls on **YOU**. Your claim should clearly show that someone in authority asked you to do work that goes against our agreements.

To make your claim stronger, it is important to include the basic facts: **WHO**, **WHAT**, **WHEN**, **WHERE**, and **WHY**. Providing clear and complete information is essential for your claim to succeed. While compensation is important, our main goal is to ensure the railroad respects our agreements. Incomplete claims can seriously reduce your chances of approval.


You have **60 days** from the date of the incident to submit your claim. If you are unsure about what to include or how to phrase it, please reach out to a union officer before you submit it. It is crucial that your claim is correct the first time around.

The final decision on your claim will be based on what **YOU** write, not on what someone else may draft for you. The way you present, compose, and support your claim is incredibly important. Union officials stress the practice of **"PAINTING THE PICTURE"** when it comes to writing claims.

The purpose of a claim is to protect your rights under the contract. Taking the time to do it right will help both you and the rest of the Brotherhood.

CLAIM LOG IN WEBPAGE

Follow the link provided to navigate to the claim page: http://www.ihbrr.com/apps-p/te_payroll_claims/emp/index.php



T&E Payroll Claims - Employee Dashboard

Enter credentials to proceed:

RACF ID:

Password:


LOG IN

Resetting Lost or Forgotten Passwords

- Call IT Hotline at 219-989-4777
- Ask to have your password reset for T&E Online Payroll Claims
- Give them your RACF ID
- Answer the security question to verify your identity.
- You will be given a one time temporary password to log into the system.
- Office Hours are Monday - Friday 7:00 am - 4:00 pm.
- Leave your name and contact information if you are calling outside of this window.

CLAIM LOG IN WEBPAGE CONT.

For first time users, please call the [IT Hotline](#) to be issued a temporary password.



T&E Payroll Claims - Employee Dashboard

Enter credentials to proceed:

RACF ID:


Password:

Resetting Lost or Forgotten Passwords

- Call IT Hotline at 219-989-4777
- Ask to have your password reset for T&E Online Payroll Claims
- Give them your RACF ID
- Answer the security question to verify your identity.
- You will be given a one time temporary password to log into the system.
- Office Hours are Monday - Friday 7:00 am - 4:00 pm.
- Leave your name and contact information if you are calling outside of this window.

Once you successfully logged in, you will have access to submit and view claims.

Click on "[Submit New Time Claim](#)".



T&E Payroll Claims - Employee Dashboard


Logged in as: [Instructions](#)

0 unread messages in your inbox.
System checked for messages: 08/31/2024 19:50

Submit New Time Claim

Most claims will be under the “Other” option.

Input the **DATE/TIME** of the violation, then click on the dropdown menu to search for the correct agreement.



T&E Payroll Claims - Submit New Claim

Logged in as: [Instructions](#)

[Back to Dashboard](#)

All fields required for input.

Submit Claim

Indiana Harbor Belt Railroad Company


Train and Engine Employee - Payroll Adjustment

Name:	NS ID:	IHB ID:	Occupation:	ENGINEER	Terminal:	IHB GIBSON
Select One:	OTHER (EXPLAIN) PENALTY CLAIM					
Applicable Dates:	From:	08 / 31 / 2024	To:	08 / 31 / 2024		
Times:	From:	HHMM (2400)	To:	HHMM (2400)		
Explain Circumstances:						
Penalty Claim:						
2500 characters remaining						

☐ By checking this box I am confirming my identity as the logged in user.

*Supporting documentation can be added after claim input.

Search the Dropdown menu, for this example we will search “**BLE Iowa interchange violation**”- this claim is used is the IOWA crew departs Blue Island yard without an IHB pilot crew.



T&E Payroll Claims - Submit New Claim

Logged in as: [Instructions](#)

[Back to Dashboard](#)

All fields required for input.

Submit Claim

Indiana Harbor Belt Railroad Company

Train and Engine Employee - Payroll Adjustment

Name:	NS ID:	IHB ID:	Occupation:	ENGINEER	Terminal:	IHB GIBSON
Select One:	OTHER (EXPLAIN) PENALTY CLAIM					
Applicable Dates:	From:	08 / 31 / 2024	To:	08 / 31 / 2024		
Times:	From:	HHMM (2400)	To:	HHMM (2400)		
Explain Circumstances:						
Penalty Claim:						
2500 characters remaining						

☐ By checking this box I am confirming my identity as the logged in user.

*Supporting documentation can be added after claim input.

✓

BLE - 1993 Interchange Violation - Article IX of the February 1, 1993 Agreement

BLE - 22 1/2 Hour Rule - 22 1/2 Hour Rule

BLE - 22 Start Agreement - 22 Start Agreement Dated February 15, 1966 (d), Part 15

BLE - Article 32 - Article 32 dated August 1, 1928 corrected to February 1957 Agreement

BLE - Bay Windows - April 1, 1961 Section E Agreement

BLE - BNSF Interchange - Article I, Sections 1 and 2, Part Three of the May 1, 1997 Agreement

BLE - CP Interchange - Article I, Sections 8 and 9, Part Three of the May 1, 1997 Agreement

BLE - Guaranteed Extra Board Violation - Article VIII, Section 4 paragraph A

BLE - Guaranteed Extra Board Violation HOS - Article VIII - Guaranteed Extra Board Starts

BLE - Held Out of Service Pending Drug Testing - Reasonable Cause/ Suspicion Drug Testing

BLE - Incidental Roundhouse Work (m/u, split, roundhouse work) - 1988 Mediation Agreement A-11728

BLE - Iowa Interstate Interchange Violation (IAIS) - Iowa Interstate Railroad Interchange Agreement

BLE - Job Cancellation - Cancellation Notification Memorandum

BLE - Lunch Violation (Denied) - Lunch Period as Contained in the Article IX Agreement

BLE - Lunch Violation (Improper Facility) - Lunch Period as Contained in the Article IX, Section 1, (d)

BLE - Mishandled by Crew Dispatcher - Mishandled by Crew Dispatcher

BLE - Moving Locomotives in District While in Outer Belt Service - Article X, Part 1, Sections 2 and 3

BLE - Pilot service - Section 15 (Conversion Rule) Paragraph D

BLE - UP Interchange - Article I, Sections 5 and 6, Part Three of the May 1, 1997 Agreement

BLE - Yard Work in Outer Belt Service (Preferred Cut) - February 1, 1993 Article VII - YARD DELIVERIES

BLE - Yard Work While in Outer Belt Service - Article V, Part 1 Paragraph (d)

BLE - Yard Work While in Outer Belt Service (Foreign Yard) - Interchange Article IV and Article V Dated May 13, 1971

The system will auto populate a description: A good habit will be to copy and paste the exact language and fill in the blanks provided in the space below. Additional information should include **Yardmaster** and **Trainmasters** that were on duty at the time of the violation.

Check the box at the bottom of the screen to submit the claim.

In the follow up screen an option is available to upload additional documents to support your claim. (ex, Train paperwork, extra board screenshots, etc.)

Submit Claim

Indiana Harbor Belt Railroad Company

Train and Engine Employee - Payroll Adjustment

Name:	NS ID:	IHB ID:	Occupation:	ENGINEER	Terminal:	IHB GIBSON
-------	--------	---------	-------------	----------	-----------	------------

Select One: OTHER (EXPLAIN) PENALTY CLAIM

Applicable Dates:

From: 08 / 31 / 2024

To: 08 / 31 / 2024

Times:

From: HHMM (2400)

To: HHMM (2400)

Emplain Circumstances:

Penalty Claim: BLE - Iowa Interstate Interchange Violation (IAIS) - Iowa Interstate Railroad Interchange Agreement

Description: Iowa Interstate Interchange Violation (IAIS)
Iowa Interstate Railroad Interchange Agreement
Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of the Iowa Interstate Railroad Interchange Agreement dated February 12, 2015 between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers and Trainmen. The Iowa Interstate Railroad performed switching in Blue Island yard while making up their train by doubling/pulling track(s) and . The IAIS then departed this train westbound from Blue Island yard which is east of Blue Island Junction the mutually agreed upon interchange location. This train was NOT operated by Blue Island yard crew(s), but by an IAIS crew. This work was performed while using Engine Nos. First car # Last car #
at approximately (time) on (date). Additional information:

2500 characters remaining

☐ By checking this box I am confirming my identity as the logged in user.

To view your already submitted time claims, head back to the dashboard and select **“View Pending Claims”**. Select a **Date range** and see at which level of the process your claim is in. There are **3 levels** to the claim process.

BLE-T DIV 682
THE CONNECTION
INDIANA
HARBOR
BELT
TWO PAST - BRIGHT FUTURE
SAFE AND SOUND

T&E Payroll Claims - Claim History

Logged in as:

Instructions

Back to Dashboard

Search Date Submitted: 09 / 24 / 2023 To 08 / 31 / 2024

Search Claim Date: / / To / /

Search IHB Claim ID:

Search Alt Claim ID:

Search

1 Claims found.

1.

IHB Claim ID:

Alt Claim ID:

Claim Penalty: Iowa Interstate Interchange Violation (IAIS)

Shift Start/End: 04/27/2023 15:10 - 04/27/2023 19:05

Received: 10/10/2023

Current Level: LEVEL 3

Outcome: APPROVED

Reviewed: 12/15/2023

View Claim

CLAIMS IN KIOSK

Some grievances can be paid by submitting them in the kiosk, under option **Z** "Miscellaneous Claim".

```

                                IH BR TERRITORY                                PSTS02
                                DISTRICT: IH  SUB-DISTRICT: BR
001 ENGINE SERVICE              014 FUTURE LAYOFF REQUEST
002 SWITCH SERVICE              015 ELECTRONIC BID APPLICATION
003 TRAIN SERVICE               016 VACATION SCHEDULED
                                018 ADVERTISEMENT BID INQUIRY
005 TIE-UP                      019 POSTED JOB EARNINGS
                                021 ADDRESS CHANGE
007 MISCELLANEOUS CLAIM        022 PHONE NUMBER CHANGE
008 EMPLOYEE MISC. INFO        023 GUARANTEE SELECTION
009 TIMESLIP INQUIRY           024 THOROUGHBRED BONUS STARTS
010 HOURS OF SERVICE SELECTION 025 CONDUCTOR PRINT PACKAGE

                                SELECTION: ( 7_ )

```

You must input the **DATE FIRST** to generate the list of grievances.

Once you find the appropriate grievance, type an **"X"** then click **ENTER**.

```

                                NON-SERVICE CLAIM SUBMISSION SELECTION                                PSTS571N
EMPLOYEE      :
CLAIM DATE    - START: 082824      END: 082824
CLAIM ASSIGNMENT: IH BR X E00005 EN
SERVICE TYPE : YARD  YARD SERVICE
=====
SELECT CLASS OF TIME
=====
  = AN ANNULMENT
  - BL BEREAVEMENT LEAVE
  - CO COMPANY BUSINESS
  - CT ATTENDING COURT
  - DC DIFFERENCE IN PAY (CRAFT)
  - DP DIFFERENCE IN PAY
  - HO HOLIDAY
  - IV ATTENDING AN INVESTIGATIO
  - IW INSTRUCTIONAL WORKSHOP
  - JD JURY DUTY
  - MH MISHANDLED CALL
  - NN RELEASED TWICE IN SAME WE
  - NU CALLED AND NOT USED
  - PE PENALTY CLAIM
ENTER=PROCESS SELECTION  F1=HELP  F3=EXIT  F7/8=SCROLL
RECORDS DISPLAYED

```

Click **F5** to submit the claim **first**, the follow up screen will give you the option to type out the grievance you are claiming.

```

NON-SERVICE CLAIM SUBMISSION
PSTS570N

EMPLOYEE      :
CLAIM DATE/TIME - START: 082824 1201A  END: 082824 1159P
CLAIM ASSIGNMENT : IH BR X E00005 EN EO - ENGINEER SYSTEM AVAI
SERVICE TYPE   : YARD YARD SERVICE
CLASS OF TIME   : PE PENALTY CLAIM
=====
CLAIM BASIS IS  BASIC DAY                TIME      800

MAXIMUM CLAIM   AMOUNT                TIME      HHHHHMM
YOUR CLAIM IS   TIME                  TIME      800
                                     TIME      800

F2=PRINT(      )
F3=EXIT   F5=SUBMIT CLAIM  F6=REMARKS  F7=VALIDATIONS
CLAIM HAS NOT BEEN SUBMITTED; PRESS SUBMIT CLAIM
```

Please ensure that you accurately type out your grievance. Below is an example for attending two-day rules. For other claims, you need to provide a more detailed explanation. Please ensure to provide an explanation of the circumstances surrounding your grievance, referencing specific agreements as necessary. Once you are finish, enter **F5**.

Grievances submitted in the kiosk get a quicker response from the carrier, they will appear on the Pay screen option **9**. Kiosk claims will be displayed as "**REVIEW**" until the carrier accepts or denies the claim.

If your claim is denied by the carrier, don't be discouraged! Simply log in to the Claims webpage to resubmit your grievance. Union officials **cannot see** when your grievance is denied if you submit it on the kiosk. Please follow up on the Claims webpage.

Remember, support is available to help you through the process.

```

TIMESLIP REMARKS
PSTS07WN

TRAIN:      OF

EMPLOYEE:

TIMESLIP #:

----- REMARKS -----
ATTENDED DAY TWO OF BOOK OF RULES CLASS LEAD BY ROADFOREMAN DAN BINK.

F1=HELP  F3=EXIT SCREEN  F5=UPDATE
INQUIRY MODE ONLY.  COMMENTS DISPLAYED

UPDATED:
BY:
```

CLAIM LANGUAGE

MISHANDLED BY CREW DISPATCHER SECTION:

1. RESTRICTION OF SENIORITY

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for being mishandled by crew dispatcher on **[Insert Date]**, at approximately **[Insert Time]**, I was mishandled by crew dispatcher **[insert Name]** per manager of crew dispatchers in the following manner:

While working job **[Insert Job]** on **[Date]** I attempted to exercise my seniority and change jobs to **[Insert job]** for **[Insert Date]** and was denied the right to exercise my seniority by the crew dispatcher. In addition, this is a violation of the August 1, 1928, corrected to February 1957, Article 23 - Seniority (a) Senior Engineers will have the preference of runs, subject to call to protect service.

2. MISHANDLED BY CREW DISPATCHER

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for being mishandled by crew dispatcher on **[Insert Date]** at approximately **[Insert Time]**, I was mishandled by crew dispatcher **[Insert Name]** in the following manner:

Note: Submit any and all screenshots supporting your claim (ex. Extra board snapshot, Jobs to be filled, etc.)

3. CANCELLATION/ NOTIFICATION OF JOBS

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any, and all, other compensation due. For violation of: Cancellation Notification Memorandum of agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers with respect to Notice to Engineers in the event a job is cancelled. IT IS AGREED: That, Engineers will be given as much advanced notice as possible that their runs are to be cancelled. In no case shall such notice be less than three (3) hours. Dated July 07, 1959, and Effective July 10, 1959.

On **[Insert Date]** I was marked up to work job **[Insert Job]** At **[Insert Time]**, I received a phone call from the IHBRR crew dispatcher **[Insert Name]** that the job I was marked up on has been cancelled for **[Insert Date]**. The time of this call is in violation of the three (3) hours notification agreement.

NOTE: SUBMIT SCREENSHOTS OF CALL LOGS IN POSSIBLE.

4. REASONABLE LAYOFF REQUEST

Article 8, Section 12 of the System Agreement dated August 1, 2005, between the Indiana Harbor Belt Railroad and Brotherhood of Locomotive Engineers

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due, on **[insert date]**, I called crew dispatch and spoke with **[insert name of crew dispatcher]** at **[insert time]** to request a layoff. My request was subsequently denied, citing "lack of manpower" as the reason for the denial. Section 12 notes in the agreement that "The carrier shall maintain a sufficient number of Extra Board Engineers to permit reasonable lay-off privileges and to protect vacancies, vacations, extra assignments and other extended vacancies." At the time of my call there was a sufficient engineer to accommodate my layoff request.

Note: Include snapshots of the extra board and extra board assignments to be called.

5. VIOLATION OF ARTICLE III OF THE NOVEMBER 1, 2008 AGREEMENT

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of Article III of the November 1, 2008 Agreement, when on **[Date Marked Off]** at **[Time Marked Off]** **[Insert Your Name]**, **[ID No.]** was automatically marked off of his/her assignment by Crew Dispatcher **[Insert Name]** and was then on **[Date Marked Up]** at **[Time Marked Up]** hours was automatically marked up to an assignment/ extra board by the office of Crew Dispatching.

The Carrier is in violation of the aforementioned Agreement due solely by the Carriers misinterpretation of the Hours-of-Service Act in a manner to eliminate Article III. As Agreed, Article III allows Engineers to mark off after seven (7) consecutive tours of duty (Article III, Section A), or nine (9) consecutive tours of duty (Article III, Section B). The only impact that the Hours-of-Service Act has on Article III, Sections A and B is to reduce the number to six (6), all other provisions of Article III, Sections A and B apply and remain in full force and effect.

LUNCH VIOLATION SECTION:

1. NO LUNCH AFFORDED

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any, and all, other compensation due for violation of: Lunch Period as contained in the Article IX agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers dated May 1, 1997.

While working **[Insert job]** on **[Insert Date]**, I was denied my lunch period at **[Insert Time]** and was ordered by **[insert name]** to work through my lunch period.

2. LUNCH VIOLATION (APPROPRIATE FACILITY)

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of: Lunch Period as contained in the Article IX, Section 1, (d) agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers dated May 1, 1997.

"It is agreed that all members of the crew shall be afforded an appropriate/reasonable facility for lunch."

While working **[Insert Job]** on **[Insert Date]** at **[Insert Time]** I was ordered by **[Insert Name]** to take my lunch period in the **[Insert Location]**. This is not an appropriate/reasonable facility for lunch.

INTERCHANGE VIOLATIONS SECTION:

1. CANADIAN NATIONAL RAILROAD (FORMER WISCONSIN CENTRAL RAILROAD) INTERCHANGE VIOLATION

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of Article II, Sections 2 A & B, Part Three of the May 1, 1997 Agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers.

Train crew **[Insert Train Symbol]** from the **[Foreign Railroad Name]** while on the property of Indiana Harbor Belt Railroad yarded/set out their train at **[Insert location]** which is an Interchange Violation of the above agreement.

Note: there are no existing interchange agreements between the Indiana Harbor Belt Railroad, the Brotherhood of Locomotive Engineers and Trainmen and the **[Foreign Railroad Name]** for interchange at the above location.

Engine number(s) **[Insert Engines]**, First car **[Insert Car Number]** last car **[Insert Car Number]**.

2. BNSF RAILROAD INTERCHANGE VIOLATION

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of Article I, Sections 1 and 2, Part Three of the May 1, 1997 Agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers.

Train crew **[Insert Train Symbol]** from the **[Foreign Railroad Name]** while on the property of Indiana Harbor Belt Railroad yarded/set out their train at **[Insert location]** which is an Interchange Violation of the above agreement. Note: there are no existing interchange agreements between the Indiana Harbor Belt Railroad, the Brotherhood of Locomotive Engineers and Trainmen and the **[Foreign Railroad Name]** for interchange at the above location. Engine number(s) **[Insert Engines]**, First car **[Insert Car Number]** last car **[Insert Car Number]**.

3. UNION PACIFIC RAILROAD INTERCHANGE VIOLATION

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of Article I, Sections 5 and 6, Part Three of the May 1, 1997 Agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers. Also, in violation of Agreement dated February 11, 1954, and July 27, 1994.

Train crew **[Insert Train Symbol]** from the **[Foreign Railroad Name]** while on the property of Indiana Harbor Belt Railroad yarded/set out their train at **[Insert location]** which is an Interchange Violation of the above agreement. Note: there are no existing interchange agreements between the Indiana Harbor Belt Railroad, the Brotherhood of Locomotive Engineers and Trainmen and the **[Foreign Railroad Name]** for interchange at the above location. Engine number(s) **[Insert Engines]**, First car **[Insert Car Number]** last car **[Insert Car Number]**.

4. EASTWARD TRAINS ADVANCED PAST NORPAUL YARD BY CANADIAN PACIFIC CREWS

Memorandum of Agreement Between CMStP&P Railroad and The Indiana Harbor Belt Railroad Company, paragraph 1. (a) and Dated January 16, 1951.

Train crew **[Insert Train Symbol]** from Canadian Pacific Railroad Company (AKA: The CP, The SOO Line, CPKC, and The CMStP&P RR) with **[Insert Engines]** Advanced train from CP RR Bensenville Yard enroute to Indiana Harbor Belt RR via **[Insert Tracks]** and parked their train at **[Insert Location]**.

5. INTERCHANGE VIOLATION/SWITCHING IN FOREIGN YARDS

Claiming eight (8) hours pay at the applicable rate in addition to any and all other compensation due for Violation of Agreement and Rules Governing Interchange Article IV and Article V Dated May 13, 1971, being required to perform yard service for foreign carrier.

While working **[Insert Job]** on **[Insert Date]**, after delivering our train to the designated interchange track in **[Insert Yard]**, I was instructed by **[Insert Name]** to move **[Insert Car Block/Tracks]** within switching district, specifically from **[Insert Track]** to **[Insert Track]** which falls under the job description of yard service (other than outer belt transfer service).

6. IOWA INTERSTATE RAILROAD INTERCHANGE AGREEMENT

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of the Iowa Interstate Railroad Interchange Agreement dated February 12, 2015, between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers and Trainmen. The Iowa Interstate Railroad performed switching in Blue Island yard while making up their train by doubling/pulling track(s) **[insert tracks]**. The IAIS then departed this train westbound from Blue Island yard which is east of Blue Island Junction the mutually agreed upon interchange location. This train was NOT operated by Blue Island yard crew(s), but by an IAIS crew. This work was performed while using Engine Nos. **[insert engines]**, First car **[insert car#]**, Last car **[insert car #]** at approximately **[insert time]** on **[insert date]**. Additional information: **The yardmaster was [insert name] and trainmaster was [insert name].**

Note: Submit IOWA train paperwork if available.

MISCELLANEOUS SECTION:

1. INCENTIVE COMPENSATION FOR WORKING WEEKEND(S)

Claiming (8) Eight hours pay at the applicable Engineers rate in addition to any and all other compensation due for failure to pay claimant his / her INCENTIVE COMPENSATION FOR WORKING WEEKEND(S) per agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers and Trainmen - Article I Section A and B dated November 1, 2008, and Effective January 1, 2009

[Insert Name] met the requirements per the IHBRR Availability Policy dated August 1, 2005, Article VII sections 1-12 and has **NOT** been compensated within the time limits allotted said claim was submitted/entered on the Kiosk Computer System provided by the Carrier (IHBRR). This Claim is for NOT Compensating above named claimant on **[Insert Date]** which would have been the next Calendar Pay Day for the Pay Period ending **[Insert Date]** Claimant is due pay for **[Insert Dates]**.

2. GUARANTEED EXTRA BOARD VIOLATION

Claiming **[Insert Days]** guaranteed extra board starts paid at the applicable Engineer rate of pay in addition to any and all other compensation due for violation of Article VIII - Guaranteed Extra Board Starts - Engineers as contained in the August 1, 2005 Agreement between the Indiana Harbor Belt Railroad Company and its' employees represented by the Brotherhood of Locomotive Engineers and Trainmen. Claimant was available on the guaranteed extra board from **[Insert Date]** through **[Insert Date]** Claimant did not lay off, nor was otherwise unavailable for service, as defined in the Guaranteed Extra Board Starts Agreement.

3. MISSING PREVIOUS DAY TO ATTEND (COMPANY BUSINESS)

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due including short crew pay, certificate pay and special pay differential. I was instructed on **[insert date]**, by carrier official **[insert name]** to attend a mandatory training event by the Indiana Harbor Belt. I was required to be rested for the mandatory training and subsequently could not work on **[insert date]**.

4. HEALTH AND WELFARE COST SHARING CONTRIBUTION

Claiming (8) Eight hours pay at the applicable Engineers rate in addition to any and all other compensation due for failure to pay claimant his / her Health and Welfare Cost Sharing Contribution per agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers and Trainmen - Article I Section C and D dated November 1, 2008, and Effective January 1, 2009. **[Insert Name]** worked 22 starts or more for the quarter of **[Insert Months]** and was not credited with a payment by the Carrier to cover three (3) months of the Engineer's Health and Welfare Cost Sharing Contribution.

The Claimant did not receive the credit on his/her paycheck for each of the three (3) months he/she has earned credit for following the qualifying quarter.

5. NO GLASS IN BAY WINDOW (OCTOBER 1 THROUGH APRIL 30)

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due. For violation of Memorandum of Agreement between the Indiana Harbor Belt Railroad and the Brotherhood of Locomotive Engineers, Section E, paragraph 2 effective April 01, 1961, also violation of Mediation case A-6084 and Public Law board #1554, Award #13, Case #16.

While working **[Insert Job]**, I was assigned locomotive(s) **[Insert Locomotives]**, which did not have a glass in the bay window. At approximately **[Insert time]**, on **[Insert date]**, I reported this to **[Yardmaster Name]** and was instructed by **[Manager Name]** to work with assigned locomotive(s) as in, in violation of above-mentioned agreement.

Note: Submit any paperwork that shows the locomotive assigned to your job.

6. VIOLATION OF ARTICLE 32(NO CAB)

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due including short crew pay, certificate pay and special pay differential (May 1, 1997 part 2 article IV paragraphs A and B) for violation of Article 32 dated August 1, 1928 corrected to February 1957 Agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers.

On **[Insert Date]** The Carrier deprived Engineer **[Insert name]**, **[ID No.]** his/her seniority right to work assignment on **[Insert date]**, due to the Carriers failure to adequately provide transportation in an expeditious manner to allow Engineer **[Insert Name]** the ability to arrive at his/her home terminal in accordance with regulation set forth in the Federal Hours of Service Act to work his/her assignment. Transportation arrived **[Insert Location/Time]** and Home Terminal **[Insert Location/Time]**.

7. HELD OUT OF SERVICE - REASONABLE CAUSE/ SUSPICION DRUG TESTING

Claiming Eight (8) hours pay at the applicable Engineers rate in addition to any, and all other compensation due for each day "Held Out of Service" pending the Indiana Harbor Belt Railroad Company Reasonable Cause/ Suspicion Drug Testing results. Claimant was cleared by his/her personal Physician and the Carrier Physician to return to work on **[Insert Date]**. Claimant was told by **[Insert Name/Title]** when He/She attempted to mark up for duty on **[Insert Date]**, He/She would have to take a "Return to Work Physical and Drug Test" before returning to work. Claimant reported to **[Insert Location]** on **[Insert Date]** and took what was required per the carrier's policy. Claimant was "Held out of Service" for **[Insert Days]** days.

8. MU POWER IN ROUND HOUSE TERRITORY

Claiming Eight (8) hours pay plus all applicable compensation for violation of 1988 Mediation Agreement A-11718 between the Indiana Harbor Belt Railroad and its Employees represented by the Brotherhood of Locomotive Engineers and Trainmen on April 6, 1988, Article IV paragraph(i) When necessary, set engines for tow and transfer telemetry devices between locomotives at points other than roundhouse territory.

While working **[Insert Job]** on **[Insert Date]**, I was ordered by **[Insert name/Title]** to M/U/Split locomotive(s) **[Insert Engines]** at **[Insert Location/Tracks]**, I requested the service of the roundhouse/ready track personnel at **[Insert Time]** and was denied such service by above named supervisor.

9. TIME SPENT OUT OF DISTRICT

Claiming time spent out of district at overtime rate of pay. While working **[Insert Job]** on **[Insert Date]**, entered out of district limits **[Time start]** at **[Insert Location]**, I departed out of district limits **[Time Ends]** at **[Insert Location]**. Train took out of district was **[Insert Train symbol]**, **[Insert Engines]**, from **[Insert Location]** to **[Insert Location]**.

Note: Along with this penalty claim, complete and submit the penalty claim for moving locomotives out of switching district while in yard service.

SENIORITY

Extracted from 2018 seniority agreement:

1. Upon successful completion of his/her Engineer Training Program (ETP) and being certified as a qualified Locomotive Engineer, the Candidate shall establish an Engineer's seniority date, retroactive to the start of his training period. They will be ranked in relative order of their Conductors seniority (if any) behind those who have previously established seniority as Engineer's. No ETP class shall establish seniority ahead of class that commenced earlier.
2. Engineers hired from sources outside the Carrier holding valid Engineer certification shall establish seniority as of the date hired. Engineers' seniority will be established based on longest amount of time holding an active Locomotive Engineer's Certification. In the event two (2) or more Engineers hired on the same date have the same amount of time, Engineers will then be ranked on the basis of their age, with the oldest employee ranked first. Should the two (2) or more Engineers be the same age, then they will be ranked in alphabetical order of last names; except that such hired Engineers will follow the successful Candidates in the ETP class, provided the ETP had formally commenced at the time such Engineer was hired. If an ETP class had formally commenced at the time such Engineer was hired, the seniority date for the class will be the same as the seniority date for the hired Engineer, with the class ranked in the relative order of their Conductor's seniority ahead of the hired Engineer.

Note: There have been cases where an outside hired engineer class established their seniority based off previous railroad seniority time.

SENIORITY LOOK-UP

At any given time, an employee can search a seniority roster. As shown on the screen below, search option [1](#), then click [ENTER](#).

IH BR TERRITORY		PSTS02
ENGINE SERVICE SELECTIONS		
DISTRICT: IH	SUB-DISTRICT: BR	
001 SENIORITY ROSTER	INQUIRY	017 3RD SHIFT K4 JOBS
002 OPEN ASSIGNMENTS	INQUIRY	018 GIBSON - EN EXTRA BD-POS
003 VACATION	INQUIRY	019 GIBSON - EN EXTRA BD-SEN
004 SYSTEM BOARD - EN EXTRA BD-POS		020 BLUE ISLAND - EN EXTRA BD-POS
005 SYSTEM BOARD - EN EXTRA BD-SEN		021 BLUE ISLAND - EN EXTRA BD-SEN
006 1ST SHIFT K1 JOBS		022 ARGO/NORPAUL - EN EXTRA BD-POS
007 2ND SHIFT K1 JOBS		023 ARGO/NORPAUL - EN EXTRA BD-SEN
008 3RD SHIFT K1 JOBS		024 SYSTEM BOARD - EN EXTRA BD-SEN
009 1ST SHIFT K2 JOBS		025 1ST SHIFT GIBSON YARD
010 2ND SHIFT K2 JOBS		026 2ND SHIFT GIBSON YARD
011 3RD SHIFT K2 JOBS		027 3RD SHIFT GIBSON YARD
012 1ST SHIFT K3 JOBS		028 1ST SHIFT BLUE ISLAND YARD
013 2ND SHIFT K3 JOBS		029 2ND SHIFT BLUE ISLAND YARD
014 3RD SHIFT K3 JOBS		030 3RD SHIFT BLUE ISLAND YARD
015 1ST SHIFT K4 JOBS		031 1ST SHIFT ARGO YARD
016 2ND SHIFT K4 JOBS		032 2ND SHIFT ARGO YARD
SELECTION: (1_)		
ENTER=PROCESS SELECTION PF1=HELP PF3=EXIT PF7=PAGEUP PF8=PAGEDOWN		

Type "**IHEN**" to search Engineer seniority.

For trainmen there are various codes (**IHS1, IHSW, etc.**)

Then click **ENTER**.

SENIORITY ROSTER INQUIRY										PSTS02F	
ROSTER CODE: IHEN		EMP-NBR:		DIST:		SDIST:		SERV:		DEM/FLW:	
HT:											
BID GROUP:		ROSTER DESC: ENGINEERS				IHB		QUAL:			
<input checked="" type="checkbox"/>	RANK	DATE	EMPLOYEE NAME		ASGNMENT	TEMP	STATUS	D	DD/SD		
	400	930929	MCLAREN, J. M. (JOHN)		EX0070EN		OFF		IH	BR	
	430	940716	HINSON, C. W. (CARLTON)		YK1S01EN				IH	BR	
	440	940807	STRONCZEK, A. M. (A)		EX0058EN		VACATION		IH	BR	
	460	940915	MOTA, H. (H)		YK1S15EN				IH	BR	
	470	940924	WITKOWSKI, W. K. (W)		YK1S02EN				IH	BR	
	480	950122	HUNT, R. D. (ROBERT)		EX0044EN		OFF		IH	BR	
	500	950504	WELLS, M. A. (MICHAEL)		YK1S09EN				IH	BR	
	520	950908	ROGERS, L. B. JR (L)		YK2S01EN				IH	BR	
	530	951215	MASON, A. J. (ANTONIO)		YK2S03EN				IH	BR	
	540	960403	HARDMAN, D. K.		EX0052EN		VACATION		IH	BR	
	550	960429	MARSALIS, B. (BRYANT)		YK2S06EN				IH	BR	
	610	970910	JARVIS, G. W. (GREGGORY)		YK1S06EN				IH	BR	
	640	981112	DRAVET, M. P. (MICHAEL)		YK1S04EN				IH	BR	
	650	981112	LOCKRIDGE, K. R. (KEVIN)		YK1S24EN				IH	BR	
	660	981112	KRANIK, G. M. (GEORGE)		YK1S05EN				IH	BR	
	680	981201	LINDNER, A. E. (AARON)		YK2S07EN				IH	BR	
	690	981201	BROZ, B. J. (BARTHOLOMEW)		YK1S14EN				IH	BR	
ENT=INQ F1=HLP F2=PRT F3=EXIT F4=SEN MOVE F7/8=SCROLL F10=BROWSE											
F11=PREV MENU F12=REV ORDER SELECT PAGE DOWN TO SEE MORE											

Notes:

Job History

Change the “IH” and “BR” to “DB” and “CH” like the example below, the click **ENTER**.

Search option **2** after you changed the District/Sub District.

CHICAGO YD TERRITORY SFTY 1ST		PSTS02
DISTRICT: DB SUB-DISTRICT: CH		
001 ENGINE SERVICE	014 FUTURE LAYOFF REQUEST	
002 SWITCH SERVICE	015 ELECTRONIC BID APPLICATION	
003 TRAIN SERVICE	016 VACATION SCHEDULED	
005 TIE-UP	018 ADVERTISEMENT BID INQUIRY	
	019 POSTED JOB EARNINGS	
007 MISCELLANEOUS CLAIM	021 ADDRESS CHANGE	
008 EMPLOYEE MISC. INFO	022 PHONE NUMBER CHANGE	
009 TIMESLIP INQUIRY	023 GUARANTEE SELECTION	
010 HOURS OF SERVICE SELECTION	024 THOROUGHbred BONUS STARTS	
	025 CONDUCTOR PRINT PACKAGE	
SELECTION: (_)		
LIMBO TIME: 00:00 TOTAL TIME: 009:20 CONS STARTS: 0		

Search option **5** “Yard/Train History”.

CHICAGO YD TERRITORY SFTY 1ST		PSTS02
SWITCH SERVICE SELECTIONS		
DISTRICT: DB SUB-DISTRICT: CH		
001 TRAIN LINE-UP	INQ	017 REL UTILITY JOBS - CHICAGO CR
002 TRNS CALLED OR ENROUTE	INQ	018 1ST SFT YD CREWS - PARK MANOR
003 PWS AWARDS	INQUIRY	019 2ND SFT YD CREWS - PARK MANOR
004 JOB BULLETIN	INQUIRY	020 3RD SFT YD CREWS - PARK MANOR
005 YARD/TRAIN HISTORY	INQUIRY	021 RELIEF YD CREWS - PARK MANOR
006 BOARD STATUS	INQUIRY	022 UTILITY JOBS - PARK MANOR
007 SENIORITY ROSTER	INQUIRY	023 REL UTILITY JOBS - PARK MANOR
008 OPEN TURNS/ASSIGNMENTS	INQUIRY	024 CHICAGO NS YD SW POSITION SW
009 VACATION	INQUIRY	025 CHICAGO NS YD SW SENIORITY SW
010 LAYOFF BY CRAFT	INQUIRY	026 1ST SFT YD CREWS - CALUMET
011 TRAIN SCHEDULE	INQUIRY	027 2ND SFT YD CREWS - CALUMET
012 1ST SFT YD CREWS - CHICAGO CR		028 3RD SFT YD CREWS - CALUMET
013 2ND SFT YD CREWS - CHICAGO CR		029 RELIEF YD CREWS - CALUMET
014 3RD SFT YD CREWS - CHICAGO CR		030 UTILITY JOBS - CALUMET
015 RELIEF YD CREWS - CHICAGO CR		031 REL UTILITY JOBS - CALUMET
016 UTILITY JOBS - CHICAGO CR		032 1ST SFT YD CREWS - LANDERS
SELECTION: (_)		

Change “DB” and “CH” back to “IH” and “BR” like the example below.

Type “YD” in the “POOL OR YD/LO” section, then click ENTER.

DIST: ih SUB-DIST: br
POOL OR YD/LO: yd
ASSIGNMENT:

ASSIGNMENT HISTORY
HOME/AWAY: _
(FOR A SPECIFIC JOB)

PSTS17A
START DATE:
ENDING DATE:

X

TRAIN ID

SD

ODT-DATE/TIME

INT-TERMINAL

POOL MILES

DUTY

MISC

VALID HOME AWAY CODES ==> 0 =HOME, 1=>5 =AWAY ENTER=INQ/DISPLAY F1=HELP

This screen allows you to search a crew’s work history, overtime, etc.

Inputting a DATE range will narrow your search. Type “X” to view crew information.

DIST: IH SUB-DIST: BR
POOL OR YD/LO: YD
ASSIGNMENT:

ASSIGNMENT HISTORY
HOME/AWAY:
(FOR A SPECIFIC JOB)

PSTS17A
START DATE: 090124
ENDING DATE: 090324

X

ASSIGNMENT

SD

ODT-DATE/TIME

DESCRIPTION

O-T

DUTY

K195

BR

240901

0100

K195 XTR GIBS BELT

0439

1239

K252

BR

240901

0200

K252 410 OUTER BELT

0224

1024

K156

BR

240901

0300

K156 226 OUTER BELT

0202

1002

K109

BR

240901

0630

K109 190 YD TFR BHAM

0752

0752

K113

BR

240901

0630

K113 314 YD TFR WEND

0113

0913

K115

BR

240901

0630

K115 212 OUTER BELT

0323

1123

K209

BR

240901

0630

K209 590 HUMP TFR

0709

0709

K101

BR

240901

0635

K101 110 YRD TFR MAV

0235

1035

K112

BR

240901

0635

K112 312 YD TFR WEND

0756

0756

K139

BR

240901

0635

K139 196 YD TFR BHAM

0054

0854

K111

BR

240901

0640

K111 310 YD TFR WEND

0759

0759

K203

BR

240901

0640

K203 514 YD TRF EAST

0006

0806

K205

BR

240901

0645

K205 516 YD TRF EAST

0003

0803

K204

BR

240901

0650

K204 515 YD TRF EAST

0710

0710

K102

BR

240901

0655

K102 112 YRD TFR MAV

0800

0800

K206

BR

240901

0700

K206 517 YD TRF EAST

0732

0732

VALID HOME AWAY CODES ==> 0 =HOME, 1=>5 =AWAY ENTER=INQ/DISPLAY F1=HELP

FUTURE LAYOFF REQUEST

LAYOFF REQUEST OPTION ON THE CREW CALL SYSTEM

INDIANA HARBOR BELT RAILROAD

PSTS02

DISTRICT: IH SUB-DISTRICT: BR

001 ENGINE SERVICE	010 HOURS OF SERVICE SELECTION
002 SWITCH SERVICE	011 PENDING PAY INQUIRY
	012 PAYROLL HISTORY INQUIRY
004 SUPERVISOR INQUIRIES	013 PAYROLL SERVICE CORRECTIONS
005 TIE-UP	014 FUTURE LAYOFF REQUEST

You must complete the following information:

- Name
- Status-Reason Code Reason code for vacation: V- DL (daily), NP (unpaid), VA (week)
- Start Date-Time (Example, 012110 1230a)
- End Date-Time (Example, 012110 1159p)
- Number of Days Req
- Day/Week
- Reason Remarks
- Delete Vac schedule starting (this must be completed if you wish to change your vacation; must advise what week you wish to change)

Valid status codes shown on the layoff request screen are as follows

VALID STATUS CODES	
H RULES-TRAINING	P OFF BY PERMISSION
J PERS-LEAVE-DAY	T OFF SAFETY MEETING
K OFF FAMILY LEAVE	V VACATION
M OFF INVESTIGATION	Z COMPANY BUSINESS
N OFF JURY DUTY	F WITHOUT PERMISSION
O OFF UNION BUSINESS	

After you have entered the above information, hit F5, then F6. At the bottom of the screen, you should see a message "Lay off request made successfully".

NOTE: Requests must be submitted as far in advance as possible but no later than 48 hours prior to the requested date. Any requests after the 48 hour time limit must be handled directly with the crew dispatcher's office. When an employee's Layoff Request is approved, the End Date-Time entered in the request will serve as the employee's return-to-duty notification to the Carrier. No further communication between the employee and crew call is required for the employee to be returned to available status at the approved End Date-Time.

The Personal Day Request Code has not been updated in the Crew Call System Until a new code is provide please Use the P-MP Reason code and place Personal Day in the REASONS REMARKS

(look a sample below)

```
EMPLOYEE NAME: ( Personal Day ) NUMBER: ( )
STATUS-REASON CODE: ( P - MP ) CURRENT STATUS: REST DAY NORMAL
START DATE-TIME : ( 010723 - 1201A ) END DATE TIME: ( 010723 - 1159P )
NUMBER OF DAYS REQ: ( 01 ) D/W: ( ) PLD DUE: 000 TKN: 000 BAL: 000 ACCUM:
REASON REMARKS : ( PAID PERSONAL DAY )
DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): ( ) MMDDYY
VACATION YEAR : ( 23 ) VAC LIST: IHBRWSGB DAYS DUE: 14 TAKEN: 00 BAL: 14
REQUEST STATUS : ( A ) A=APPROVED D=DENIED C=CANCELLED SUPV INIT: ( MAP )
NORMAL ASGN : 010423 1059 J1IFH
TEMPORARY ASGN:
ON DUTY ASGN :
FML INTERMITTENT: (Y/N)

VALID STATUS CODES
OFF WITHOUT PRM O OFF UNION BUSINESS % DESIGNATED DAY OFF
EARLY VAC M/O-PWS P OFF BY PERMISSION
RULES-TRAINING T OFF SAFETY MEETING
PERS-LEAVE-DAY U LEAVE OF ABSENCE
OFF INVESTIGATION V VACATION
OFF JURY DUTY Z COMPANY BUSINESS
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE
```


SUBMITTING A REQUEST

Search Option 14, click ENTER.

IH BR TERRITORY		PSTS02
DISTRICT: IH SUB-DISTRICT: BR		
001 ENGINE SERVICE	014 FUTURE LAYOFF REQUEST	
002 SWITCH SERVICE	015 ELECTRONIC BID APPLICATION	
003 TRAIN SERVICE	016 VACATION SCHEDULED	
005 TIE-UP	018 ADVERTISEMENT BID INQUIRY	
007 MISCELLANEOUS CLAIM	019 POSTED JOB EARNINGS	
008 EMPLOYEE MISC. INFO	021 ADDRESS CHANGE	
009 TIMESLIP INQUIRY	022 PHONE NUMBER CHANGE	
010 HOURS OF SERVICE SELECTION	023 GUARANTEE SELECTION	
	024 THOROUGHRED BONUS STARTS	
	025 CONDUCTOR PRINT PACKAGE	
SELECTION: (14_)		

Input the required information such as dates, times, etc. The example below is showing a future layoff request under “**P-MP**”, which is a layoff known as “**permission off**”. There are various lay-off codes that can be inputted depending on the request. Commonly used codes are as followed (**O-MU is for Union Business, V-VA is for Vacation Week, V-NP is for a non-paid Vacation Day, V-AD is for Paid Personal Day, V-DL is for Single Day etc.**)

Once all the information is properly inputted, click **F6** to submit your request. A yellow message will appear at the bottom of the screen that will state if the request was inputted.

IH BR		LAYOFF REQUEST	PSTS16A
EMPLOYEE NAME: () NUMBER: ()			
STATUS-REASON CODE: (p - mp) CURRENT STATUS: WORKING NORMAL			
START DATE-TIME : (121524 - 1201a) END DATE TIME: (121524 - 1159p)			
NUMBER OF DAYS REQ: () D/W: (1) PLD DUE: 000 TKN: 000 BAL: 000 ACCUM: 000			
REASON REMARKS : (personal day_)			
DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): () MMDDYY			
VACATION YEAR : (24) VAC LIST: IHBRENIH DAYS DUE: 14 TAKEN: 07 BAL: 07			
REQUEST STATUS : () A=APPROVED D=DENIED C=CANCELLED SUPV INIT: ()			
NORMAL ASGN : EX0005E0			
TEMPORARY ASGN:			
ON DUTY ASGN : YK1S21EN			
FML INTERMITTENT: (Y/N)			
VALID STATUS CODES			
F OFF WITHOUT PRM	O OFF UNION BUSINESS	Z COMPANY BUSINESS	
G EARLY VAC/MED DAY	P OFF BY PERMISSION	% DESIGNATED DAY OFF	
H RULES-TRAINING	S OFF SICKNESS		
J PERS-LEAVE-DAY	T OFF SAFETY MEETING		
M OFF INVESTIGATION	U LEAVE OF ABSENCE		
N OFF JURY DUTY	V VACATION		
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE PF11=ALLOC			

To look up the status of your request, click **F10** from the previous screen. The screen below will show your submitted request and if it got approved. **Approved request will display an “A”, Denied request will display a “D”.**

NOTE: ANY LAYOFF REQUEST HAS TO BE MADE AT LEAST 48 HOURS IN ADVANCE OF THE REQUESTED DATE. ANY FUTURE LAYOFF REQUEST DATES MAY BE DENIED DEPENDING ON CARRIER MANPOWER NEEDS.

LAYOFF REQUESTS

PSTS997

START	END	ST/RC	APP/	SUPV
DATE / TIME	DATE / TIME		DENY	INIT
—				

PLACE AN X NEXT TO THE RECORD TO BE SELECTED

ENTER=RESTART TO BEGINNINGPF1=HELPPF3=EXITPF7=PAGEUPPF8=PAGEDN

START OF DISPLAYMORE>>

VACATION DAILY ALLOTMENTS

Starting from the Future Layoff Request screen, click **F11**.

IH BR

LAYOFF REQUEST

PSTS16A

EMPLOYEE NAME: () NUMBER: ()

STATUS-REASON CODE: (_ -)CURRENT STATUS: UNION BUS NORMAL

START DATE-TIME : (-)END DATE TIME: (-)

NUMBER OF DAYS REQ: () D/W: () PLD DUE: 000 TKN: 000 BAL: 000 ACCUM: 000

REASON REMARKS : ()

DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): () MMDDYY

VACATION YEAR : (24) VAC LIST: IHBRENIH DAYS DUE: 14 TAKEN: 07 BAL: 07

REQUEST STATUS : () A=APPROVED D=DENIED C=CANCELLED SUPV INIT: ()

NORMAL ASGN : EX0005E0

TEMPORARY ASGN:

ON DUTY ASGN :

FML INTERMITTENT: (Y/N)

VALID STATUS CODES

F OFF WITHOUT PRM O OFF UNION BUSINESS Z COMPANY BUSINESS

G EARLY VAC/MED DAY P OFF BY PERMISSION % DESIGNATED DAY OFF

H RULES-TRAINING S OFF SICKNESS

J PERS-LEAVE-DAY T OFF SAFETY MEETING

M OFF INVESTIGATION U LEAVE OF ABSENCE

N OFF JURY DUTY V VACATION

ENTER=INQ PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE PF11=ALLOC

On the screen below, input the **DATES RANGE** (Example below displays dates from 08/15/24 to 12/25/24) to search and click **ENTER**.

The **Red** column displays the dates.

The **Yellow** Column displays allocation/assign. Under allocation “**ALC**”, inside the yellow column, the carrier set the limit to **6** or **7**.

Next to the ALC column is the assigned “**ASG**” column, this displayed the number of employees showing off for that date.

VAC LIST: (IHBRENIH) INDIANA HARBOR ENGINEERS (ALL YARDS) VAC YEAR: (24) PSTS70H

=====

OPTION: (1) 1 =SPECIFIC ALLOCATION 2 =FULL YEAR ALLOCATION

START: 081524 (MMDDYY) END: 122524 (MMDDYY) ALLOCATE: PRIME TIME: (Y/N)

UNDER/OVER ALLOCATION INQUIRY: () U/O/SPACE SINGLE DAY OVERRIDE: (1)

VACATION WEEK BEGINS ON: MON OR CALENDAR DAYS: (MARKED BY A *)

X	DATE	ALC	ASG	%OFF	X	DATE	ALC	ASG	%OFF	X	DATE	ALC	ASG	%OFF
	081524	006	002	2		082524	007	006	6		090424	006	005	5
	081624	006	002	2		*082624	006	004	4		090524	006	005	5
	081724	006	004	4		082724	006	006	6		090624	006	005	5
	081824	006	003	3		082824	006	004	4		090724	005	004	4
	*081924	007	004	4		082924	006	004	4		090824	006	003	3
	082024	007	006	6		083024	006	004	4		*090924	006	005	5
	082124	007	007	7		083124	006	007	7		091024	006	007	7
	082224	007	006	6		090124	006	004	4		091124	006	005	5
	082324	007	008	8		*090224	006	006	6		091224	006	006	6
	082424	007	008	8		090324	006	005	5		091324	006	006	6

TOTAL EMPLOYEES: 98 TOTAL ALLOCATED: 807 TOTAL ASSIGNED: 653

TOTAL VACATION DAYS: 1,962 TOTAL SINGLE DAY LIABILITY: 385

LAST UPDATE: 240828 0805 BY: J1IFH

MORE > > >

To view who is marked off for a specific date, simply type an “**X**” next to the date and click **ENTER**.

The example below is for date 10/04/24.

VACATION LIST INQUIRY

PSTS70I

LIST: IHBRENIH INDIANA HARBOR ENGINEERS (ALL YARDS)

FOR DATE: 10/04/24

=====

EMPLOYEE NAME	DD	SD	CC	ST	CURRASGN	REST	DAYS
GUSTAFSON, M.S. (MATTHEW)	IH	BR	EN	E0	EX0057EN	SA	SU
HOCHBERG, L. T. (LAWRENCE)	IH	BR	EN	E0	EX0078EN	FR	SA
FURGYE, J. A. III (JACK)	IH	BR	EN	B0	YK1S27EN	SA	SU

=====

F1=HELP

F3=EXIT

F7=SCROLL UP

F8=SCROLL DOWN

ADDING/REMOVING PHONE NUMBER AND ADDRESS

If you need update your phone number or address, changes can be made by searching OPTION "21" OR "22", then click **ENTER**.

```

                                IH BR TERRITORY                                PSTS02

                                DISTRICT: IH  SUB-DISTRICT: BR

001 ENGINE SERVICE              014 FUTURE LAYOFF REQUEST
002 SWITCH SERVICE             015 ELECTRONIC BID APPLICATION
003 TRAIN SERVICE              016 VACATION SCHEDULED

005 TIE-UP                    018 ADVERTISEMENT BID INQUIRY
                                019 POSTED JOB EARNINGS

007 MISCELLANEOUS CLAIM        021 ADDRESS CHANGE
008 EMPLOYEE MISC. INFO        022 PHONE NUMBER CHANGE
009 TIMESLIP INQUIRY          023 GUARANTEE SELECTION
010 HOURS OF SERVICE SELECTION 024 THOROUGHbred BONUS STARTS
                                025 CONDUCTOR PRINT PACKAGE

                                SELECTION: ( 22_ )
                                *DON'T FORGET TO LOGOFF* INCOMPLETE HRS OF SVC: 00
LIMBO TIME: 00:00  TOTAL TIME: 112:35 CONS STARTS: 4
      ENTER=PROCESS SELECTION  PF1=HELP  PF3=EXIT  PF4=VIEW CREW

```

You can input/delete phone numbers in the provided fields, remember to click **F5 TO UPDATE**. Once finished hover over a specific phone number and click **F2**. This will trigger an automated call from the NS server.

```

DIST: IH SDIST: BR  EMPLOYEE TELEPHONE INFORMATION  PSTS05T

EMPLOYEE NAME:                NUMBER:

SEQ  TELEPHONE #  ACCESS#  COMMENTS  TYPE  UNLIST  HOME/AWAY
      /DTN      /DTN      /DTN      /DTN      Y/N      H/A/B

1  _____  _____  GOOGLE VOICE  C  N  B
2  _____  _____  _____  C  N  B
3  _____  _____  _____  C  N  B
4  _____  _____  _____  C  N  B
5  _____  _____  _____  C  N  B
TEMP _____  _____  _____  C  N  B
EMGR _____  _____  _____  C  N  B
STN: _____  FACILITY: _____  ROOM #: _____

      TELEPHONE PRIORITY
      FROM  TO  PHONE SEQ  FROM  TO  PHONE SEQ  FROM  TO  PHONE SEQ
HOME: _____  _____  _____  _____  _____  _____  _____  _____  _____
AWAY: _____  _____  _____  _____  _____  _____  _____  _____  _____
***IN THE ABSENCE OF HOME/AWAY PRIORITY-SYSTEM WILL CALL IN SEQUENCE ORDER***
      TYPE:T=TELEPHONE  B=BEEPER  D=DIGITAL BEEPER  C=CELL
*PLACE CURSOR ON PHONE NUMBER THEN PRESS F2 ONCE TO HAVE THE VRU TEST NBR**
ENTER=INQ  F1=HELP  F2=TEST  F3=EXIT  F4=LOG  F5=UPD  F6=NOTIFY  F9=DEL  F12=NEXT EMP

```

The screen below is to update your address, initial log in will display your present address on the left column that the carrier has on file. To update, fill in the new address information on the right column section, then click **ENTER**.

```

H180                                T & E ADDRESS CHANGES

EMPLOYEE NAME:                      EMPLOYEE NUMBER:
PRESENT INFORMATION                  NEW INFORMATION
HOME
ADDRESS:                            (
STREET:                            (
                                     ( CHICAGO
CITY: CHICAGO                       ( IL ) (
STATE: IL ZIP -                     )
MAILING
ADDRESS:                            (
STREET:                            (
                                     ( CHICAGO
CITY: CHICAGO                       ( IL ) (
STATE: IL ZIP -                     )
PREFERRED
NAME:                               (
ENTER=PROCESS    PF3=EXIT
ENTER ADDRESS CHANGES
  
```

Note: You are also responsible for contacting RRB to change/update your address. The IHB also has a rule that pertains to update changes.

2012 Change In Residence or Telephone Number

Employees must report a change in residence and telephone number immediately to the designated officer and through the kiosks. This should be done by calling ext. 4717.

In addition to reporting to the designated officer, you are also responsible for reporting a change address in writing to the Railroad Retirement Board and United Health Care Insurance as follows:

<u>Indiana Residents</u>	<u>Illinois Residents</u>	<u>All Employees</u>
RR. Retirement Board	RR. Retirement Board	United Health Care
P.O. Box 457	844 N. Rush St.	P.O. Box 30985
Joliet, IL 60434	Chicago, IL 60611	Salt Lake City, UT 84130

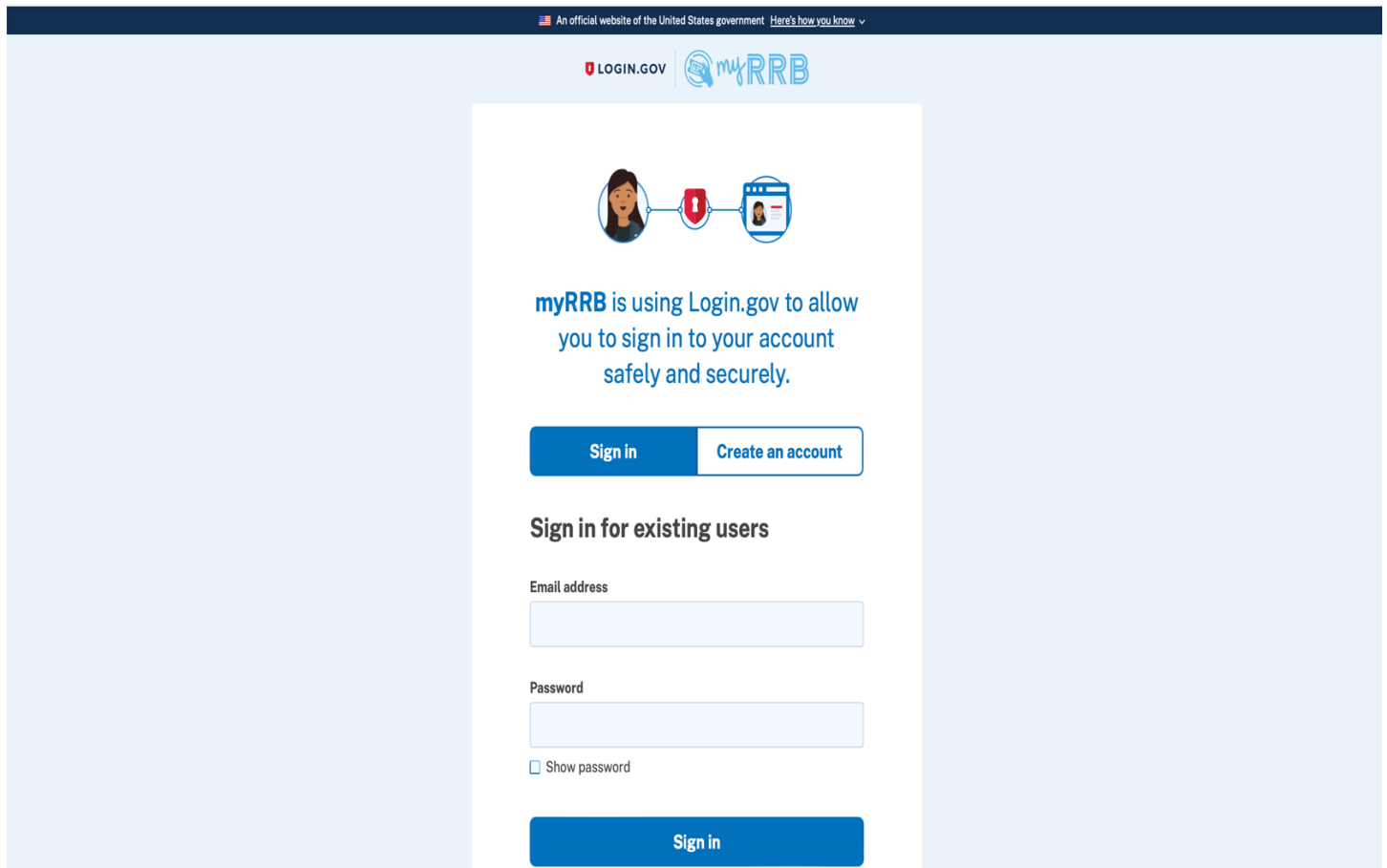
Railroad Retirement Board (RRB)

To claim sickness or unemployment benefits, it is essential for every railroader to create a profile with the Railroad Retirement Board (RRB). Please be aware that there may be a delay in setting up your RRB.gov account. Below, you will find direct links for creating your account, along with important information provided by the Railroad Retirement Board. We understand that navigating these processes can be challenging, and we're here to help you every step of the way.

RRB Account set-up

<https://www.rrb.gov/Benefits/myRRB>

WHEN INITIALLY SETTING UP AN ACCOUNT, YOU MAY BE REQUIRED TO SET UP AN ACCOUNT UNDER MYRRB OR PPW. PLEASE NOTE THAT YOU WILL BE SENT **A VERIFICATION CODE THRU THE MAIL (10 Days)** WHEN SETTING UP AN ACCOUNT FOR THE FIRST TIME. MYRRB OR PPW ACCOUNTS DO THE EXACT SAME THING.



An official website of the United States government [Here's how you know](#)

LOGIN.GOV myRRB

myRRB is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

Email address


Password

☐ Show password

Sign in

Example of MyRRB log-in page

Railroad Retirement Board (RRB) CONT.

**U.S. Railroad Retirement Board**

myRRB

PIN/Password (PPW) Services

Log In

Before you can log into your account, you must first [Request a Password Request Code \(PRC\)](#) and [Use Your PRC to Establish Your Account](#).

If you have already established your account, please enter your PIN (Social Security Number) and your password below.

- PIN is your Social Security Number (no dashes)
- Password is case sensitive

PIN:	<input type="text" value="(999999999)"/>
Password:	<input type="password" value=""/> Forgot your password?


If you need assistance logging in, contact the [PPW system administrator](#)


Related Links

- ▶ [PPW System Administrator](#)
- ▶ [Security Information](#)








Example of PPW Log-in page

Once access is approved, the picture below displays where a railroader would start to initiate either sickness or unemployment benefits.

**U.S. Railroad Retirement Board**

 [Sign Out](#)

You are logged in as .

Unemployment and Sickness Benefits		Retirement Planning
 APPLY FOR Unemployment Benefits	 CLAIM Sickness Benefits	 VIEW MY Service & Compensation
 CLAIM Unemployment Benefits	 VIEW MY RUIA Account	 ESTIMATE MY Retirement Benefits
 ACCESS MY TAX Documents		

RRB History

The Railroad Retirement Board (RRB) is an independent agency in the executive branch of the federal government. The RRB's primary function is to administer comprehensive retirement-survivor annuities and unemployment-sickness benefits for the nation's railroad workers and their families, under the Railroad Retirement and Railroad Unemployment Insurance Acts. As part of the retirement program, the RRB also has administrative responsibilities under the Social Security Act for certain benefit payments and railroad workers' Medicare coverage.

In fiscal year 2023, the RRB paid retirement-survivor benefits of approximately \$14.0 billion to about 493,000 annuitants. The RRB also paid net unemployment-sickness benefits of \$62 million to more than 15,000 claimants. At the end of fiscal year 2023, the average annuity paid to retired rail employees was \$3,380 a month, spouse benefits averaged \$1,235 a month, and benefits for aged widow(er)s averaged \$2,105 a month. The maximum biweekly rate for unemployment and sickness benefits was \$870 prior to sequestration, which reduced the maximum benefit amount by 5.7 percent to \$820.41. Legislation paused sequestration during much of the coronavirus pandemic, but it was reinstated as of May 10, 2023.

Development of the Railroad Retirement and Unemployment Insurance Systems

The RRB was created in the 1930s by legislation establishing a retirement program for the nation's railroad workers. The railroad industry had pioneered private industrial pension plans, with the first industrial pension plan in North America established by a railroad in 1874. By the 1930s, railroad pension plans were far more developed than in most other businesses or industries, but these plans had serious defects which the Great Depression magnified.

Retirement Program -- The economic conditions of the 1930s demonstrated the need for retirement plans on a national basis, because few of the nation's elderly were covered under any type of retirement program. While the social security system was in the planning stage, railroad workers sought a separate railroad retirement system which would continue and broaden the existing railroad programs under a uniform national plan. The proposed social security system was not scheduled to begin monthly benefit payments for several years and would not give credit for service performed before 1937, while conditions in the railroad industry called for immediate payments based on prior service.

Legislation enacted in 1934, 1935, and 1937 established a railroad retirement system separate from the social security program legislated in 1935. Such legislation, taking into account particular circumstances of the rail industry, had some precedent. Many laws pertaining to rail operations and safety had already been enacted since the Interstate Commerce Act of 1887. Since passage of the Railroad Retirement Acts of the 1930s, several other railroad laws have subsequently been enacted.

While the railroad retirement system has remained separate from the social security system, the two systems are closely coordinated with regard to earnings credits, payments, and taxes. A financial interchange links financing of the two systems by coordinating the portion of railroad retirement annuities that is equivalent to social security benefits with the social security system. The purpose of this financial coordination is to place the social security trust funds in the same position they would be in if the social security program covered railroad service instead of the railroad retirement program.

Legislation enacted in 1974 restructured railroad retirement annuities into two tiers to coordinate them more fully with social security benefits. The first tier is based on combined railroad retirement and social security credits, using social security benefit formulas. The second tier is based on railroad service only and compares with private pensions paid over and above social security benefits in other industries.

Unemployment Insurance Program -- The railroad unemployment insurance system was also established in the 1930s. The Great Depression demonstrated the need for unemployment compensation programs, and the Social Security Act of 1935 created state unemployment programs. While the state unemployment programs generally covered railroad workers, railroad operations which crossed state lines caused special problems. In some instances, one state denied compensation for unemployed railroad workers because their employers had paid unemployment taxes in another state. Although there were cases where employees appeared to be covered in more than one state, they often did not qualify in any.

A federal study commission, which reported on the nationwide state plans for unemployment insurance, recommended that a separate plan cover railroad workers because of complications with the state plans. Congress then enacted the Railroad Unemployment Insurance Act in June 1938. The Act established a system of benefits for unemployed railroaders, financed entirely by railroad employers and administered by the RRB. Legislation added sickness benefits in 1946.

Railroad Retirement Act

Under the Railroad Retirement Act, railroad workers with at least 10 years of service can receive retirement and disability annuities. Such annuities are also payable to workers with 5 years of service if performed after 1995.

Provisions -- Full age annuities are payable at age 60 to workers with 30 years of service. For those with less than 30 years of service, reduced annuities are payable at age 62 and unreduced annuities are payable at full retirement age, which varies depending on the year of birth. Disability annuities can be paid on the basis of total or occupational disability. Annuities are also payable to spouses and divorced spouses of retired workers, widow(er)s, surviving divorced spouses, remarried widow(er)s, children, and parents of deceased railroad workers. Qualified railroad retirement annuitants receive Medicare coverage just like social security beneficiaries.

As noted, the RRB pays retirement annuities to employees, as well as their spouses and/or divorced spouses, if the employee had at least 10 years of railroad service, or 5 years if performed after 1995. However, for survivor benefits, there is an additional requirement that the employee's last regular employment before retirement or death was in the railroad industry. If a railroad employee or his or her survivors do not qualify for a railroad retirement annuity, the RRB transfers the employee's railroad retirement credits to the Social Security Administration, which treats them as social security credits.

Financing -- Payroll taxes paid by railroad employers and their employees are the primary source of funding for the railroad retirement-survivor annuity programs. Railroad retirement taxes, which have historically been higher than social security taxes, are calculated, like annuity payments, on a two-tier basis. Railroad retirement tier I payroll taxes are coordinated with social security taxes, so employees and employers pay tier I taxes at the same rate as social security taxes. In addition, both employees and employers pay tier II taxes to finance railroad retirement annuity payments beyond social security levels. The ratio of certain asset balances to the sum of annuity payments and administrative expenses determines tier II tax rates.

Revenues in excess of annuity payments are invested to provide additional trust fund income. The National Railroad Retirement Investment Trust manages and invests railroad retirement assets. It invests these funds in non-governmental assets, as well as in governmental securities.

Additional trust fund income derives from the financial interchange with the social security trust funds, revenues from federal income taxes on railroad retirement benefits, and appropriations from general treasury revenues provided after 1974 as part of a phase-out of certain vested dual benefits.

Railroad Unemployment Insurance Act

Under the Railroad Unemployment Insurance Act, unemployment insurance benefits are paid to railroad workers who are unemployed but ready, willing, and able to work, and sickness benefits are paid to railroad workers unable to work because of illness or injury. The RRB also operates a placement service to help unemployed railroaders secure employment.

Benefit Year -- A new unemployment-sickness benefit year begins every July 1, with eligibility generally based on railroad service and earnings in the preceding calendar year. Up to 26 weeks of normal unemployment or sickness benefits are payable to an individual in a benefit year. Additional extended benefits are payable to persons with 10 or more years of service.

Financing -- Taxes on railroad employers under an experience-rating system finance the railroad unemployment-sickness benefits program. The RRB calculates each employer's payroll tax rate annually on the basis of benefit payments to the railroad's employees.

Railroad Medicare

The Medicare program covers railroad workers just like workers covered under social security. The Medicare program provides health insurance to persons ages 65 and older, as well as persons under age 65 who have been entitled to monthly benefits based on total disability for at least 24 months or who suffer from chronic kidney disease requiring hemodialysis or transplant. In addition to basic hospital insurance (Part A) financed by payroll taxes, there is an elective supplementary medical insurance (Part B) that covers many other medical services, such as doctor visits, durable medical equipment, and outpatient services that hospital insurance does not cover.

Eligible railroad retirement annuitants and social security beneficiaries whose benefits are payable by the RRB are automatically enrolled under both plans, but the annuitant or beneficiary can decline Medicare Part B. Eligible nonretired persons must apply in order to obtain Medicare coverage. The RRB automatically enrolled nearly 21,700 beneficiaries for Medicare during fiscal year 2023. As of the end of that fiscal year, about 459,300 people were enrolled in Part A, and more than 441,600 (96 percent) of them were also enrolled in Part B. Palmetto GBA, a subsidiary of Blue Cross and Blue Shield, processes medical insurance (Part B) claims for railroad retirement Medicare beneficiaries.

RRB Organization and Functions

A three-member Board appointed by the President of the United States, with the advice and consent of the Senate, leads the RRB. The President appoints one member upon the recommendation of railroad employers, another upon the recommendation of railroad labor organizations and the third, who is the Chairman, to represent the public interest. The Board Members' terms of office are 5 years and expire in different years.

The primary function of the RRB is the determination and payment of amounts due under the retirement-survivor and unemployment-sickness programs. To this end, the RRB employs field representatives to help railroad personnel and their families in filing claims for benefits, examiners to adjudicate the claims, and information technology staff to ensure equipment and programs maintain earnings records, calculate benefits, and process payments.

The RRB also employs actuaries to predict the future income and outlays of the railroad retirement system, statisticians to analyze and provide data, and attorneys to interpret legislation and represent the RRB in litigation.

The RRB's Inspector General is a Presidential appointee, with Senate confirmation, who serves as an independent and objective voice to the RRB Board Members and the Congress. The Office of Inspector General's (OIG) staff conducts independent audits, reviews and investigations of the RRB's programs and operations. The OIG also maintains a *Hotline* to facilitate the reporting of allegations of fraud, waste, abuse, or mismanagement within these programs and operations. Additional details regarding the OIG and the OIG *Hotline* are available [online](#).

The RRB and the Federal Government

As an independent agency in the executive branch of the federal government, the RRB reports on its operations to the President and the Congress. RRB officials also may testify at congressional hearings on issues related to the Railroad Retirement and Railroad Unemployment Insurance Acts. Congress has jurisdiction over the amounts available to the railroad retirement system for benefit payments and administrative expenses.

The RRB works closely with other federal agencies and with some state agencies. Its dealings with some of these agencies, such as the President's Office of Management and Budget, the Office of Personnel Management, the Government Accountability Office, and the Department of Treasury, are similar to those of other executive branch agencies. Interactions with some others – principally the Social Security Administration, the Centers for Medicare & Medicaid Services, state employment security departments and, on a smaller scale, the Department of Labor – are specifically related to the RRB's various payment programs.

The RRB and the National Railroad Retirement Investment Trust

The Railroad Retirement and Survivors' Improvement Act of 2001 established the National Railroad Retirement Investment Trust. The sole purpose of the Trust is to manage and invest railroad retirement assets. The Trust is a tax-exempt entity independent from the federal government.

The Act authorizes the Trust to invest the assets of the Railroad Retirement Account in a diversified investment portfolio in the same manner as those of private sector retirement plans. Before the Act, the law limited investment of Railroad Retirement Account assets to U.S. government securities.

The Trust has seven trustees, with railroad labor unions and railroad companies each selecting three. These six trustees then select a seventh, independent trustee. In turn, they hire professional staff to manage investment of the assets. While the Act does not delegate any authority to the RRB with respect to day-to-day activities of the Trust, the Act does provide that the RRB may bring a civil action to enjoin any act or practice of the Trust that violates the provisions of the Act or to enforce any provision of the Act. The Trust has no powers or authority over the administration of benefits under the Railroad Retirement Act.

The RRB and the Railroad Industry

The administrative organization of the RRB fosters close relations with railroad employers, employees and their representatives. Two of the three Board Members are appointed on the recommendations of railway labor and management associations, and labor and management officials have been active in the development of the railroad retirement and unemployment insurance programs since their inception.

In addition, the RRB relies on railroad employers and labor groups for help in keeping railroad personnel informed about the benefit programs.

The RRB conducts informational programs for railroad management and labor officials to acquaint them with the details of the agency's programs. These officials, in turn, educate railroad workers as to their benefit rights and responsibilities. Railroad employers and railway labor groups also assist the RRB with a joint placement program to find jobs for unemployed personnel. These joint placement efforts help to reduce the costs of the unemployment insurance program.

The RRB has direct contact with individual railroad employees, in person or by phone, through its national network of 53 field offices. Field personnel explain benefit rights and responsibilities, help employees apply for benefits, provide related

services for annuitants, and answer any questions related to the benefit programs. The RRB maintains field offices in railroad locales across the United States. A toll-free number (1-877-772-5772) also provides RRB customers with easy access to the agency's field offices.

The RRB's headquarters is located in the William O. Lipinski Federal Building at 844 North Rush Street, Chicago, Illinois 60611-1275.

RRB Publications

The following leaflets pertaining to benefits payable by the RRB are available at any RRB [field office](#), RRB headquarters at 844 North Rush Street, Chicago, Illinois 60611-1275, or online as linked below.

- **Railroad Retirement and Survivor Benefits, RRB Form IB-2**
- **Guide to Railroad Retirement and Survivor Benefits (Spanish-language edition), RRB Form RB-4a**
- **The Taxation of Railroad Retirement Act Annuities, RRB Form TXB-85**
- **Medicare for Railroad Workers and Their Families, RRB Form RB-20**
- **Railroad Unemployment and Sickness Benefits, RRB Form UB-9**
- **Customer Service Plan, RRB Form IB-3**

The following publications about administrative, financial, statistical, legal, and other aspects of the railroad retirement and unemployment insurance systems are available online:

- **Annual Report** - yearly summary of RRB's operations is distributed to officials of railway management and labor, members of Congress, officials of the federal government, and requesting libraries.
- **Performance and Accountability Report** - annual report that highlights goals and accomplishments of the RRB in the most recent fiscal year, future plans, and a summary review of the agency's financial statements.
- **Railroad Retirement Handbook** - a comprehensive single source of authoritative information on the development and character of the railroad retirement and railroad unemployment insurance systems.
- **RRB News** - periodic news releases distributed to editors of railway publications and major newspapers, railway management and labor officials, and requesting agencies and organizations.
- **Railroad Retirement Information** - questions and answers distributed monthly to editors of railway publications and officials of railway management and labor.
- **Statistical Tables** and **Quarterly Benefit Statistics** - distributed to officials of railway management and labor organizations and requesting libraries.
- **RRB Strategic Plan** - long-range planning document, updated every 4 years, that outlines agency plans to improve RRB operations and provide outstanding customer service.

Notes:

Chicago Federal Employers Liability Act (FELA)

COGAN & POWER, P.C.



Helping Injured Railroad Workers Seek Fair Compensation

The Federal Employers' Liability Act, known as the FELA, provides compensation for work injuries to railroad workers. If you are a railroad employee, you are not entitled to state worker compensation benefits or coverage. If you work for the railroad, your only right to compensation for a work-related injury is through the FELA.

At Cogan & Power, P.C., our FELA lawyers in Chicago are here to help however we can. Call us at (312) 477-2500 to schedule your free initial consultation.

The FELA was enacted as the first statute to provide for compensation for injured workers; in 1908 when the FELA was put into law by the United States Congress, there were no state workers' compensation statutes. In the last half of the 19th century, in what was a national scandal, thousands of railroad workers were killed every year and tens of thousands of railroad workers were maimed. As a result, Congress enacted the FELA to put on the railroad industry the cost of the lives and limbs it claimed every year. The FELA is the only way a railroad worker can be compensated for a work injury; and the only way the family of a worker killed by the railroad can receive compensation for their loss.

Workers' Compensation vs. FELA

There are significant differences between state workers' compensation laws and the FELA. Most importantly, in order to obtain compensation under the FELA, an injured railroad worker must prove the railroad was negligent. Every railroad has on-call claim agents and attorneys whose only job is to immediately investigate injuries to employees with an eye towards negating any negligence or liability on the part of the carrier. Recognizing the imbalance between the carrier and the injured employee, the United States Supreme Court authorized designated counsel familiar with the FELA to represent injured railroad workers. An injured railroad worker must consult with designated FELA counsel to protect their rights under the FELA as soon as practicable after a work injury.

Although the FELA provides an employee has up to three years from the date of injury to file his claim in court, it is important for an injured worker to immediately consult with designated counsel after an injury. The railroad has trained and skilled people to question an injured worker with the goal of establishing that the railroad was not guilty of any negligence. Before submitting an injury report or talking to the claim agent, an injured railroad employee must consult with an attorney who is working on his side. Often the subtleties of the wording in an accident report, or the answer to questions put by a skilled claim agent can mean the difference between winning and losing a case. An injured employee must prove the railroad was negligent and its negligence was a cause of his injury in order to be compensated for his injuries. If the employee fails to present a fact pattern consistent with the railroad's negligence from the start, his claim may be doomed.

In this regard, the standard railroad injury report usually contains a place for the injured employee to describe what the railroad did to cause the injury. Failure to include a claim of negligence on the part of the railroad in the initial accident report is strong evidence against the injured employee. Therefore, it is crucial to properly fill out the accident report to include a complaint about how the railroad was negligent in causing the injury. The United States Supreme Court recognizes that injured railroad employees must have counsel from a designated attorney to assist them in their claim against the railroad under the FELA.

Most FELA claims end up in court as the railroads have recently taken the stand that they will save money litigating every FELA claim. Many unsophisticated lawyers, unfamiliar with litigating FELA cases, are unwilling to go to battle in court against the railroad and end up settling for less than fair value. Under the FELA a claim may be filed in either state court or federal court. There are distinct advantages depending upon the jurisdiction between state and federal venues that are only apparent to an experienced FELA litigator. This is another crucial reason to consult with designated counsel if you are injured while working at the railroad.

Possible Damages

Damages under the FELA include earnings and benefits lost, pain, suffering and disability, disfigurement, and in some cases, future medical expenses. The damage evidence in a FELA case is unique to injured railroad employees. Railroad employees are not in the social security system, rather, railroad employees participate in the Railroad Retirement Board (RRB) pension system. The amount of a retirement annuity is determined by, among other things, the employee's earnings and length of service. When an employee's career is cut short by an injury, there can be dramatic effects on their RRB pension; the employee's RRB pension usually is significantly reduced. It is crucial when litigating a FELA case to have experienced FELA counsel who can investigate and quantify the RRB pension loss as the result of an on-the-job injury. Even in cases where an employee is able to return to work, due to decreased earning capacity and a decreased work-life expectancy the effects on the employee's RRB pension can be substantial.

Notes:

BROTHERHOOD OF LOCOMOTIVE ENGINEERS AND TRAINMEN/DIV. 682

SURVIVOR BENEFITS CHECKLIST

Employee Name:

Employee ID#

Notes:

BLE-T DIV 682 REPRESENTATIVES

General Chairman	Dan Wells	(708)250-7875
Local Chairman	Mark Busch	(219)671-9767
Vice Local Chairman	Justin Evans	(219)616-0708
Sec. Treasurer	Frank Burns	(708)426-3736
Legislative Rep	Jose Villaseñor	(773)526-1897
Vice Local Chairman	Dustin Stadie	(815)901-1363

LAW OFFICE: Cogan & Powers, p.c. FELA

MICHAEL TERRANOVA	JOHN GROB	BRETT HOBBS
(312)685-8432	(312)439-8811	(708)472-6553

*Talk to a Lawyer before speaking with IHBRR or IR,
Inform them your spouse is/was a Railroader*

HEALTH & WELLNESS INFO:

BCBS	UNITED HEALTH	AETNA DENTAL	EYEMED VISION
(866)267-3320	(800)842-9905	(877)277-3368	(855)212-6003

ADDITIONAL INFORMATION:

METLIFE	(800)310-7770	CHECK IF INDIVIDUAL HAD A POLICY
UNIONONE	(847)387-3555	CHECK IF INDIVIDUAL HAD A POLICY
RRB	(877)772-5772	CHECK FOR BENEFITS
IHB EAP	(800)252-4555	GRIEF/SUPPORT COUNSELING
IHB HR CONTACT	(219)989-4923	HUMAN RESOURCE QUESTIONS

In the event your spouse is involved in a work-related accident, please remember to call their union or a FELA lawyer listed above before speaking with the railroad. The railroads do not have your best interest in mind.

401K Benefits

Extracted from the May 1, 1997, Agreement

Article VII - 401(k) Plan

Section 1

No later than May 5, 1997, Indiana Harbor Belt Railroad Company shall establish a 401(k)-retirement plan for employees covered by this Agreement. Such plans need not be contributory with respect to the carrier.

Section 2 - 401(k) Plan Outline

The 401(k) plan is designed to provide tax advantage retirement savings benefits to eligible employees. Monies directed in the Plan will not be taxed for Federal income tax purposes or most state tax purposes. Interest and or dividends earned are not taxed until distribution and may be eligible for IRA rollover or five (5) year averaging tax treatment. However, all distributions from the plan will be subject to taxation in accordance with IRS regulations at the time of distribution. An employee must be employed by IHB for at least 60 days in order to be eligible to participate in these 401(k) plans.

Employee elective contributions: Each employee may designate up to 10% of his W-2 earnings to be directed into his/her 401(k) account, in 1% percent increments, up to the maximum permissible by law. All funds placed in the plan shall be subject to limitations in accordance with the Internal Revenue Code.

Vesting: Participants shall be 100% vested immediately in their 401(k) accounts including employee elective contributions, interest and dividends. The value of the accounts fluctuates with the investment performance.

Investment Options: Participants will be able to direct the investment of their 401(k) accounts. The plan shall include investment options to be selected by the company. Initially, these options are four to six Fidelity investment funds. Participants shall be permitted to direct the allocations of their contributions among the available investment options in 10% increments. Participants shall also be permitted to reallocate existing account balances among available investment options intervals in 10% increments.

Withdrawals: Are available from a plan in the event of retirement, death, disability, termination, after attainment of age 59 ½, or in the event of hardship. Hardship withdrawals shall be determined on the basis of the "safe harbor" rule as established by the IRS. In addition, the plan shall provide for loans to participants, as permitted by applicable IRS rules. Loans shall be a minimum of \$500 and for a maximum of 60 months. No more than one loan shall be outstanding at any one time. The rate of interest charged shall be one percentage point above the prevailing prime rate, determined each January 1 and July 1. The interest rate in a loan shall be fixed for the life of the loan. Repayment to the participant's own account shall be subject to IRS restrictions and shall be made by payroll deductions where applicable.


Plan Administration: The plan administrator and Fidelity Investments shall be the Plan Trustee and Recordkeeper. The Company reserves the right, however, to change the Administrator, Trustee or Recordkeeper at any time. The company will bear the payroll, trust, recordkeeping, and transaction fees, except fees required to be borne by the Trustee in connection with the investment of funds and except any loan processing fees. The Plan Administrator will conduct periodic anti-discrimination tests as required by law and shall approve all hardship withdrawal requests. Each Plan participant shall be furnished by the Plan Administrator with a summary Plan Description and full plan document at the time of enrollment in the plan. These documents shall be furnished at the expense of the Company. The Plan must receive Internal Revenue Service approvals.

Plan information Enrollment: The Plan Trustee will provide participants quarterly written reports of their account balances. The Trustee will provide and distribute educational materials regarding the Plan to eligible employees. Note: The above language is not prescriptive; it is understood that any IHB 401(k) program will follow the dictates and procedures as outlined by Consolidated Rail Corporation or its successors.

IHBRR Current 401K Company is **Vanguard Financial**, <https://ownyourfuture.vanguard.com/en/home/publogin>

Medical benefits

Every October, open enrollment takes place for railroaders. <https://www.yourtracktohealth.com> allows railroaders to update their dependents, sign up for the flex spending account, and elect either United Health or Blue Cross Blue Shield as your provider.

**RAILROAD**
ENROLLMENT SERVICES

Open enrollment 2025 is coming soon
Open enrollment starts in 08 days 10:59:58

**YOUR TRACK
TO HEALTH**

LOGIN | REGISTER


BENEFITS COVERAGE HEALTHY LIVING RETIREMENT CONTACT US

It's a great time to get up to speed on your medical plan.

Open enrollment is Oct. 1 – Oct. 31, so now's the time to get ready. Watch a 2-minute video about the Plan basics by Sept. 30, then enter for the chance to win a \$100 Visa gift card.

Dental insurance

After completing one (1) year of employment in a railroad, dental insurance goes in effect. Aetna insurance is our dental provider. <https://www.aetna.com>




Español Contact us I'm looking for...

Find plans Find a doctor Find a medication Member support More Aetna sites

Health plans as unique as you

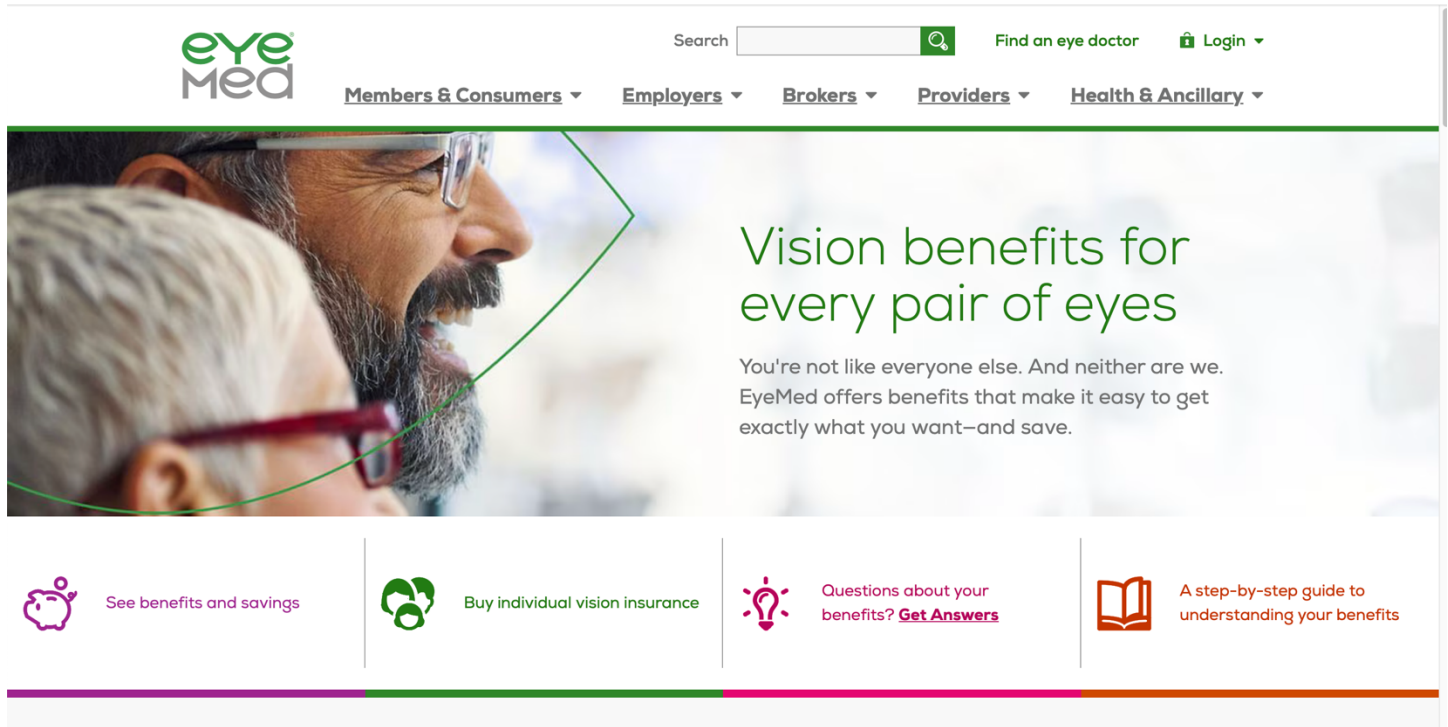
Welcome to Aetna®. Where trusted care, guidance and quality health insurance benefits come together to meet your unique needs. And **healthier happens together®**.



Feedback

Vision Insurance

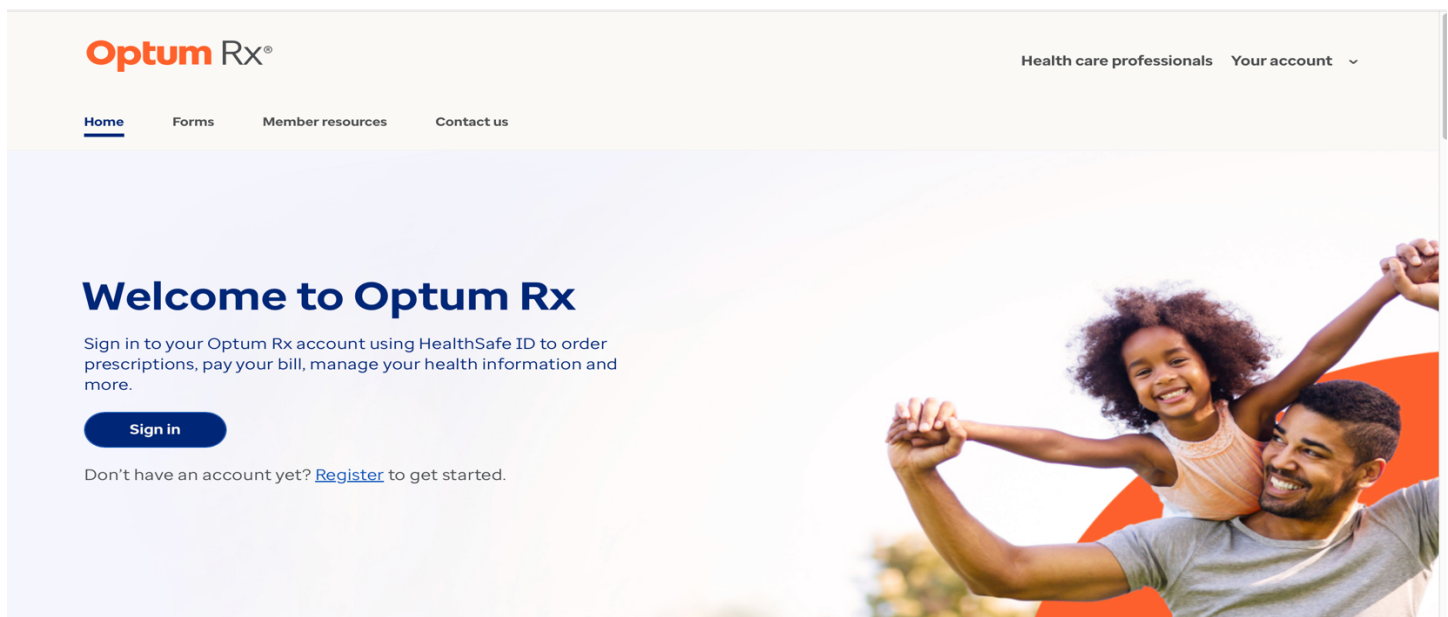
After completing one (1) year of employment in a railroad, vision insurance goes in effect. EyeMed is our vision provider. <https://www.eyemed.com/en-us>



The screenshot shows the EyeMed website homepage. At the top, there is a navigation bar with the EyeMed logo on the left. To the right of the logo is a search bar with a magnifying glass icon, followed by links for "Find an eye doctor" and "Login". Below the navigation bar is a horizontal menu with links for "Members & Consumers", "Employers", "Brokers", "Providers", and "Health & Ancillary". The main content area features a large banner image of an older man and woman smiling. Overlaid on the right side of the banner is the text "Vision benefits for every pair of eyes" in a large green font. Below this, in a smaller black font, is the text: "You're not like everyone else. And neither are we. EyeMed offers benefits that make it easy to get exactly what you want—and save." At the bottom of the banner, there is a row of four colored boxes, each with an icon and text: a purple piggy bank icon with "See benefits and savings", a green binoculars icon with "Buy individual vision insurance", a pink lightbulb icon with "Questions about your benefits? [Get Answers](#)", and an orange book icon with "A step-by-step guide to understanding your benefits".

Prescription Insurance

Starting in 2025, Optum RX will become our Prescription provider, previous providers was Express Scripts.



The screenshot shows the Optum Rx website homepage. At the top, there is a navigation bar with the Optum Rx logo on the left. To the right of the logo are links for "Health care professionals" and "Your account". Below the navigation bar is a horizontal menu with links for "Home", "Forms", "Member resources", and "Contact us". The main content area features a large banner image of a man and a young girl smiling and holding hands. Overlaid on the left side of the banner is the text "Welcome to Optum Rx" in a large blue font. Below this, in a smaller black font, is the text: "Sign in to your Optum Rx account using HealthSafe ID to order prescriptions, pay your bill, manage your health information and more." Below this text is a blue button with the text "Sign in". Below the button, in a smaller black font, is the text: "Don't have an account yet? [Register](#) to get started."

Fire/Can Insurance companies

Fire insurance programs like the one's listed below offer financial compensation for a specified amount and duration to employees who are suspended, dismissed, or removed from service by the carrier due to alleged violations of rules or operating procedures.

Brotherhood's Relief and Compensation Fund



MAILING ADDRESS:

Brotherhood's Relief and Compensation Fund
300 Sterling Parkway, Suite 105
Mechanicsburg, PA 17050

WEBSITE:

www.brcf.org

OFFICE HOURS:

8:00 a. m. to 11:30 a. m., 12:30 p. m. to 4:00 p. m. Eastern time
Monday through Friday, major holidays excepted

TELEPHONE:

United States: (717) 657-1890
Canada: (800) 233-7080



Protecting transportation workers **since 1910.**

MAILING ADDRESS:

**4000 Town Center
Suite 1250
Southfield, MI 48075-1407**

TELEPHONE:

**Phone: 800.514.0010
Fax: 877.633.1910**

WEBSITE:

<https://lecmpa.org>

OFFICE HOURS:

If you have a question or simply want more information, contact one of our caring staff members. At LECMPA, we are here to help.

To find your local LECMPA Representative:

<https://lecmpa.org/contact/>

BROTHERHOOD OF LOCOMOTIVE ENGINEERS AND TRAINMEN
DIVISION 682



Website Address: <https://www.BLE-TDiv682.com>

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Made By BLE-T Legislative Representative and Webmaster

Jose Villasenor 2024

NOTICE: Every effort has been made to ensure the accuracy and completeness of the information in this "How-to" Guide. However, BLE-T Division 682 and the editors assume no liability for any loss or damage resulting from inaccuracy or incompleteness.