



# **BROTHERHOOD OF LOCOMOTIVE ENGINEERS AND TRAINMEN**

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

## **“How-to” Guide**

## Table of Content

<b>GUIDEBOOK DISCLAIMER</b>	<b>PG. 3</b>
<b>VACATION INFORMATION</b>	
• <i>Vacation inquiry</i>	<b>PGS. 4-10</b>
• <i>Vacation bidding</i>	
• <i>Vacation payment/ Qualifications</i>	
<b>ON THE JOB CHEAT SHEETS</b>	<b>PGS. 11-12</b>
<b>CARRIER PHONE DIRECTORY</b>	<b>PG. 13</b>
<b>CLAIMS</b>	
• <i>Submitting claim IHB website</i>	<b>PGS. 14-29</b>
• <i>Submitting claim in KIOSK</i>	
• <i>Engineer claim Language Templates</i>	
• <i>Submitting Guarantees</i>	
<b>SENIORITY/JOB HISTORY LOOK UP</b>	<b>PGS. 30-33</b>
<b>FUTURE LAYOFF REQUEST</b>	
• <i>Submitting a request</i>	<b>PGS. 34-37</b>
• <i>Vacation daily allotments</i>	
<b>PHONE/ADDRESS UPDATE</b>	<b>PGS. 38-39</b>
<b>RAILROAD RETIREMENT BOARD</b>	
• <i>Setting up your account</i>	<b>PGS. 40-45</b>
• <i>History of RRB</i>	
<b>FELA INFORMATION/EDUCATION</b>	<b>PGS. 46-47</b>
<b>SURVIVOR CHECKLIST FORM</b>	<b>PG. 48</b>
<b>BENEFITS EXPLANATION</b>	
• <i>401k</i>	<b>PGS. 49-51</b>
• <i>Medical Insurance</i>	
• <i>Dental</i>	
• <i>Vision</i>	
• <i>Prescription drug</i>	
<b>JOB INSURANCE PROGRAMS</b>	
• <i>BRCF</i>	<b>PGS. 52-53</b>
• <i>LECPA</i>	

# 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 (Vacation Accrual Acceleration):*

## **Section 1(a) - One Week**

*(a) Each employee, subject to the scope of schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement, will be qualified for an annual vacation of one week with pay, or pay in lieu thereof, if during the preceding calendar year the employee renders service under schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement amounting to two hundred forty (240) basic days in miles or hours paid for, as provided in individual schedules.*

## **Section 1(b) - Two Weeks**

*(b) Each employee, subject to the scope of schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement, having two or more years of continuous service with 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 under schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement amounting to two hundred forty (240) basic days in miles or hours paid for as provided in individual schedules and during the said two or more years of continuous service renders service of not less than three hundred twenty (320) basic days in miles or hours paid for as provided in individual schedules.*

## **Section 1(c) - Three Weeks**

*(c) Each employee, subject to the scope of schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement, having six or more years of continuous service with 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 under schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement amounting to two hundred forty (240) basic days in miles or hours paid for as provided in individual schedules and during the said six or more years of continuous service renders service of not less than nine hundred and sixty (960) basic days in miles or hours paid for as provided in individual schedules.*

## **Section 1(d) - Four Weeks**

*(d) Each employee, subject to the scope of schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement, having fifteen or more years of continuous service with 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 under schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement amounting to two hundred forty (240) basic days in miles or hours paid for as provided in individual schedules and during the said fifteen or more years of continuous service renders service of not less than two thousand four hundred (2,400) basic days in miles or hours paid for as provided in individual schedules.*

## **Section 1(e) - Five Weeks**

*(e) Each employee, subject to the scope of schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement, having twenty three or more years of continuous service with 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 under schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement amounting to two hundred forty (240) basic days in miles or hours paid for as provided in individual schedules and during the said twenty three or more years of continuous service renders service of not less than three thousand six hundred and eighty (3,680) basic days in miles or hours paid for as provided in individual schedules.*

***(f) In the application of (a) – (e) above, each basic day in yard service performed by a yard service employee or by an employee having interchangeable road and yard rights shall be computed as 1.6 days, and each basic day in all other services shall be computed as 1.3 days, for purposes of determining qualification for vacations. (This is the equivalent of 150 qualifying days in a calendar year in yard service and 180 qualifying days in a calendar year in road service.) This qualifying condition and multiplying factor pertains only to service performed by yard and road employees in the preceding calendar year so as to determine qualification for vacation on that basis only.***

# 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          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: ( 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				PST570E			
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	DD/SD	VAC LIST	CURR ASG	REST	
STRONCZEK, A. M.	( VO	08/25	08/31	07	IH BR	IHBRENIH	EX0058EN	FR SA	
PERKOWSKI, M. G. (MARIUS	KO	08/26	09/01	07	IH BR	IHBRENIH	EX0028EN	MO MO	
HARDMAN, D. K.	VO	08/26	09/01	07	IH BR	IHBRENIH	EX0052EN	SU MO	
MASON, A. J.	( ANTONI	08/27	08/28	02	IH BR	IHBRENIH	YK2S03EN	SU MO	
SEITZINGER, B. L.	( BRIA	08/29	08/29	01	IH BR	IHBRENIH	YK2S60EN	FR SA	
COTNER, B.	( BRIA YO	08/30	09/05	07	IH BR	IHBRENIH	EX0066EN	WE TH	
CUNDARI, C. J.		08/31	08/31	01	IH BR	IHBRENIH	YK2S12EN	SU MO	
MATHISEN, M. W.	( MATTHE BO	08/31	08/31	01	IH BR	IHBRENIH	YK1S29EN	FR FR	
GUZMAN, J.	( JUSTI	08/31	08/31	01	IH BR	IHBRENIH	YK2S51EN	SU MO	
KRANIK, G. M.	( GEORG BO	09/01	09/01	01	IH BR	IHBRENIH	YK1S05EN	FR SA	
MATHISEN, M. W.	( MATTHE BO	09/01	09/01	01	IH BR	IHBRENIH	YK1S29EN	FR FR	
COKENOWER, H. R.	( HARR BO	09/02	09/08	07	IH BR	IHBRENIH	YK1S12EN	SA SU	
ROGERS, L. B. JR	( BO	09/02	09/08	07	IH BR	IHBRENIH	YK2S01EN	SA SU	
JOHNSON, R. D. II	( RAND BO	09/02	09/08	07	IH BR	IHBRENIH	EX0135E0	SU SU	
LINDNER, A. E.	( AARO BO	09/02	09/02	01	IH BR	IHBRENIH	YK2S07EN	SA SU	
MATHISEN, M. W.	( MATTHE BO	09/02	09/02	01	IH BR	IHBRENIH	YK1S29EN	FR FR	
ENTER=INQUIRE		PF1=HELP		PF3=EXIT		PF8=PAGE DOWN		PF11=PREV MENU	

**MORE >>>**

## VACATION BIDDING

Between November 1<sup>st</sup> and November 30<sup>th</sup> 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	
		<b>017 VACATION BID MAINTENANCE</b>	
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	
<b>SELECTION: ( 17_ )</b>			
*DON'T FORGET TO LOGOFF* INCOMPLETE HRS OF SVC: 00			
LIMBO TIME: 00:00 TOTAL TIME: 000:00 CONS STARTS: 2			
ENTER=PROCESS SELECTION		PF4=VIEW CREW	
PF1=HELP		PF3=EXIT	

**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 OR WEEK DUR OR WEEK DUR
01 1 01 2 2 3 4 5 6
7 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 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: 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
005 TIE-UP                                    017 VACATION BID MAINTENANCE
007 MISCELLANEOUS CLAIM                      018 ADVERTISEMENT BID INQUIRY
008 EMPLOYEE MISC. INFO                      019 POSTED JOB EARNINGS
009 TIMESLIP INQUIRY                         021 ADDRESS CHANGE
010 HOURS OF SERVICE SELECTION               022 PHONE NUMBER CHANGE
                                           023 GUARANTEE 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.

EMPLOYEE NAME:

EMPLOYEE NUMBER:

FUNC	CODE	EXPIRE DATE	DESCRIPTION	1-TIME (Y/N)	GRNDF	EXPDT REQ
-	ACME	050723	ACME VIA CP98	IHB N		N
	BARR	100123	BARR YARD	IHB N		N
	BELT		OUTER BELT QUALIFIED	IHB N		N
	BHRB	042523	BURNS HARBOR	IHB N		N
	BRCY	100123	ARGO - BRC CLEARING	IHB N		N
	CNIC	100123	BLUE ISLAND - HIGHLAWN	IHB N		N
	CNRR	012325	MARX BOTTLES VIA CN	IHB N		N
	CPRS	100123	NORPAUL - CP BENSENVIL	IHB N		N
	CP11	100123	IHB-CP CALUMET P-CP 113	N		Y
	CSXM	012325	MARX BOTTLES CSX	IHB N		N
	DBPQ		DISTRIB POWER QUALIF	IHB N		N
	GBWE		GIBSON YD WEST END	IHB N		N
	GCPK	100123	IHB-CP GIBSON-CP CALUMET P	N		Y
	GOSB	100123	KKL-CP GIBSON-EAS OSBORN	N		Y

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

*Extracted from the National Vacation Agreement, as amended: Section 2(a) - Payment*

*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 1/52<sup>nd</sup> 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 : 000 000

SICK CONVERTED : 000 000 000

PL ANNIVERSARY YEAR : N

PRODUCTIVITY FUND STATISTICS

HOLIDAYS

HOLIDAYS PAID : 00 FUND

DESCRIPTION

MTD YTD PREV

HOLIDAYS LOST : 00

TRIPS TRIPS YTD

STEP RATES

CURRENT STEP RATE : 100

ENTER=INQUIRE F1=HELP F3=EXIT

RECORD DISPLAYED

Notes:

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

# BLE - T DIV. 682 UPDATED

RADIO CONTROLLED SWITCHES		CHANNEL	TONE
MICHIGAN AVE	3/4 LEAD	<b>25-25</b>	<b>#1</b>
BURNHAM YARD	8 RUNNER TRK	<b>29-29</b>	<b>NE#88 SE#08</b>
GIBSON -AUTO YD	8 LD	<b>95-95</b>	<b>#05</b>
	4/7 LD		<b>#04</b>
	20 SWI		<b>#20</b>
	20/21 XO		<b>#21</b>
	21/22 XO		<b>#22</b>
	22/23 XO		<b>#23</b>
	24 SWI		<b>#24</b>
	25 SWI		<b>#25</b>
	20/26		<b>#26</b>
GIBSON-EAST END	TRK 20-NC	<b>95-95</b>	<b>#40</b>
	TRK 21-NC		<b>#41</b>
	TRK 22-23		<b>#42</b>
	3/4 CONN XO	<b>25-25</b>	<b>#34-REVERSE</b>
	3/4 CONN XO		<b>#43-NORMAL</b>
	4 CONN(NEW CONN)		<b>#35</b>
	24/30 SWI		<b>#30</b>
CALUMET CITY YD	WYE SWI	<b>29-29</b>	<b>#05</b>
BLUE ISLD HUMP	NORTH LD- NO.2 TRK	<b>97-97</b>	<b>#13</b>
	15 NORTH LEAD		<b>#15</b>
	17 MIDDLE LD		<b>#17</b>

# 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.

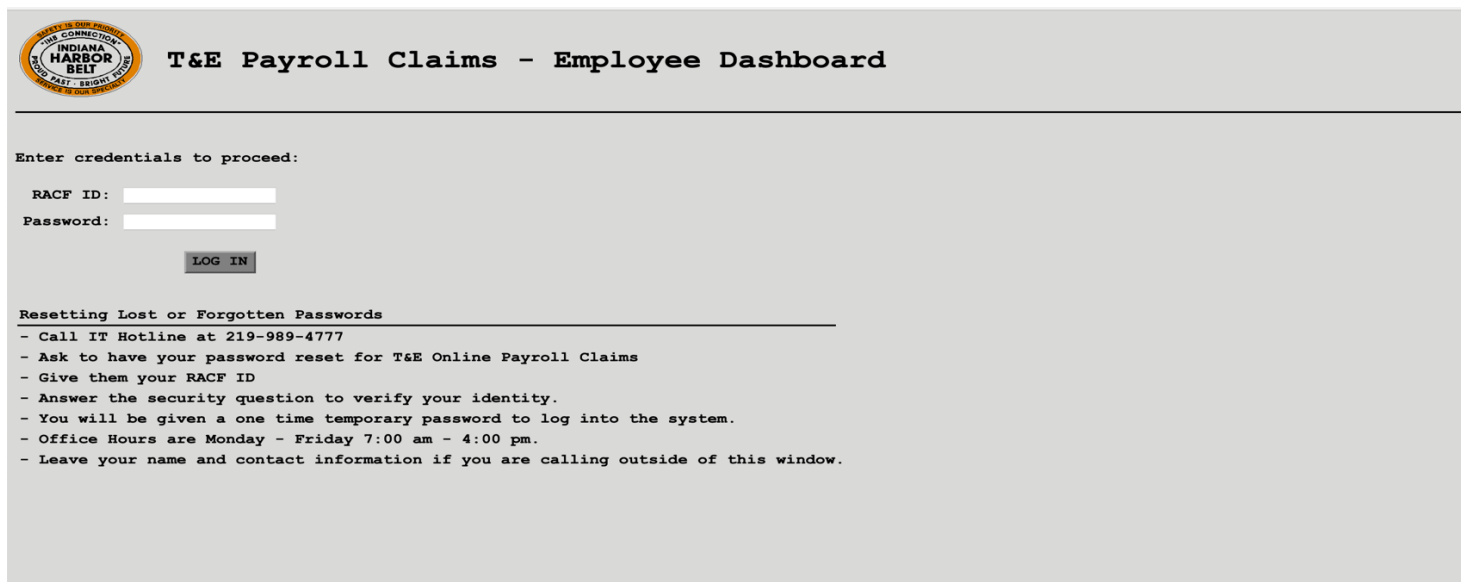
You have **60 days** from the date of the incident to submit your claim. If you are unsure about what to include or how to phrase it, please reach out to a union officer before you submit it. It is crucial that your claim is correct the first time around.


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](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:

---

**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

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.

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.

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)

Explain 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.

## 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	<a href="#">View Claim</a>
----	--	----------------------------

# 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                                PST570N

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          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                                           PST507WN

TRAIN:          OF

EMPLOYEE:      TIMESLIP #:

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

                               UPDATED:          BY:
F1=HELP   F3=EXIT SCREEN   F5=UPDATE
INQUIRY MODE ONLY.   COMMENTS DISPLAYED
  
```

# 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. MISHANDIED 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 IHBRB 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.

## 6. WORKING ON ASSIGNED "REST DAY"

Claiming eight (8) hours pay at the applicable Engineers rate of pay, in addition to any and all other compensation due to the violation of article v, section d, part ten (10) of the agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers and Trainmen dated November 1, 2008.

Article V, Section D Part Ten (10) states: *guaranteed extra board engineers who mark up available on his/her assigned rest day and provide service to the carrier **will** be compensated at the time and one-half rate of pay and will be credited with a tour of duty (start).*

Engineer **[Name]** made himself/herself available for work on their rest day on **[Date]**. He/She was called and worked job **[assignment]** and was not compensated at the time and one-half rate of pay.

## 7. DOING YARD WORK WHILE WORKING IN OUTER BELT TRANSFER SERVICE. (PICKING UP AND SETTING OUT IN THE SAME DISTRICT.)

Claiming one (1) basic day at the applicable Engineers rate in addition to any, and all, other compensation due. For violation of ARTICLE V, Section 1 Paragraph (d), Section 2 paragraph (a) and/or Section 3 of the Agreement between the Indiana Harbor Belt Railroad and its employees represented by the Brotherhood of Locomotive Engineers dated May 13, 1971.

While working Outer Belt Transfer Job **[assignment]**, on duty at **[Time][Date]**. At approximately **[Time] [Date]** I was instructed by [the IHB Dispatcher/Back room] to pick up **[Loads]** and **[Empties]** a total of **[Total]** cars at **[Location]** and deliver them to **[Location]** which is in the same district. This falls under the job description of yard service (picking up and setting out in the same district) and should have been performed by a yard job on duty.

**Note: Include train sheet and First car number and last car number if available.**

## 8. PREFORMING BELT SERVICE WHILE WORKING IN YARD SERVICE.

Claiming 8 hours pay at the Engineers rate in addition to any and all other compensation due for the violation of Article 11, Section B, of the Agreement between the Indiana Harbor Belt Railroad Company and its employees represented by the Brotherhood of Locomotive Engineers dated August 1, 1928, (corrected to February 1957)

While working yard **[assignment]**, on duty at **[Time]** on **[Date]** I was instructed to perform belt service by **[Manager Ordered]** to board train at **[Location]** and deliver it to **[location]** , which falls under the description of belt service.

## 9. DISTRIBUTING LOCOMOTIVES OUTSIDE OF ASSIGNED SWITCHING DISTRICT:

Claiming eight (8) hours pay at the applicable Engineers rate in addition to any and all other compensation due for violation of Article X, Sections 2 and 3 of the Agreement between the Indiana Harbor Belt Railroad Company and its employees represented by the Brotherhood of Locomotive Engineers dated May 1, 1997.

While working yard service **[Insert job],[insert Date]**, the Claimant was required to distribute locomotives outside the assigned switching district.

**Note: Include train sheet, First car number, last car number, and Locomotive if available.**

## 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.

# SUBMITTING GUARANTEES

To submit an extra board guarantee, you will need to access the Main menu and choose under option [7](#) "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
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: ( 7_ )

```

You must input the **DATE FIRST** to generate the list of grievances. You will **ALWAYS** put the last day of the pay half when submitting guarantees, that date always falls on a **Tuesday**. type an "X" on IHB EXTRABOARD GUARANTEE, then click **ENTER**.

```

03/07/25 15:00 EST  NON-SERVICE CLAIM SUBMISSION SELECTION  PSTS571N
CLAIM DATE          -  START: 022525          END: 022525
CLAIM ASSIGNMENT:  IH BR Y YK1S53 S1
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)
DE DIFFERENCE IN PAY
X GE IHB EXTRABOARD GUARANTEE
HO HOLIDAY
IV ATTENDING AN INVESTIGATIO
IW INSTRUCTIONAL WORKSHOP
JD JURY DUTY
MH MISHANDLED CALL
ML MEAL ALLOW - ENG TRAINEES
NN RELEASED TWICE IN SAME WE
ENTER=PROCESS SELECTION  F1=HELP  F3=EXIT  F7/8=SCROLL
RECORDS DISPLAYED

```

```

EMPLOYEE      :
CLAIM DATE/TIME - START: 070826 1201A  END: 070826 1159P
CLAIM ASSIGNMENT : IH BR X E00607 EN E0 - ENGINEER SYSTEM AVAI
SERVICE TYPE   : YARD YARD SERVICE
CLASS OF TIME  : GE IHB EXTRABOARD GUARANTEE
=====
CLAIM BASIS IS CLAIMED AMOUNT      TIME      0
=====
YOUR CLAIM IS      HHHHMM
                    TIME      _____
F2=PRINT( _____ )
F3=EXIT  F5=SUBMIT CLAIM  F6=REMARKS  F7=VALIDATIONS
CLAIM HAS NOT BEEN SUBMITTED; PRESS SUBMIT CLAIM

```

You need to enter the amount of time due for their extra board guarantee payment and then choose **“UPDATE” (F5)**

**Note: pay special attention to the hour/minute format, below is a break down.**

HOW MANY YOU GOT	WHAT YOU NEED TO TYPE
1 Guarantee	800
2 Guarantee	1600
3 Guarantee	2400
4 Guarantee	3200
5 Guarantee	4000
6 Guarantee	4800
7 Guarantee	5600
8 Guarantee	6400
9 Guarantee	7200
10 Guarantee	8000
11 Guarantee	8800

**You will not be able to submit another guarantee claim if you mistakenly submit the wrong amount, the original claim will be denied and reflect \$0.00. However, that amount may change if IHB payroll adjust it to the correct amount(usually on Friday).**

Once updated, you will immediately be taken to the claim validation screen. Remarks are optional and if submitted, will be reviewed by the approver. **Input F5** to submit and then **F3** to return to the previous screen.

```
03/21/25 14:37 EDT CLAIM DATA VALIDATION PSTS07UN
TRAIN: OF 02/11/25 12:01A
EMPLOYEE: TIMESLIP#: 467653800
COT CODE: GE GUARANTEE PAY - TIME COT SEQ: 00
-----VALIDATION INFORMATION-----
NOTEPAD REMARKS-OPTIONAL :
REMARKS
-----
F1=HELP F3=EXIT F5=UPDATE UPDATED:
UPDATE WAS SUCCESSFUL - EXIT TO RETURN TO EMPLOYEE CLAIMS REPORTING
```

You will receive a message that the claim has been submitted at the bottom of the screen([reference below](#)).

```
03/07/25 15:04 EST NON-SERVICE CLAIM SUBMISSION PSTS570N
TIMESLIP NUMBER: 977645200

CLAIM DATE/TIME - START: 022525 1201A END: 022525 1159P
CLAIM ASSIGNMENT : IH BR Y YK1S53 S1
SERVICE TYPE : YARD YARD SERVICE
CLASS OF TIME : GE IHB EXTRABOARD GUARANTEE
=====
CLAIM BASIS IS CLAIMED AMOUNT TIME 3200

HHHHHMM
YOUR CLAIM IS TIME 3200

F2=PRINT( )
F3=EXIT F5=SUBMIT CLAIM F6=REMARKS F7=VALIDATIONS
CLAIM SUBMITTED - F3 TO RETURN TO PREVIOUS SCREEN
```

Once completed, to check the status [input 9](#) at the bottom. This will take you to the TIMESLIP INQUIRY Page.

```
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: ( 9_ )
```

Here you can see the Dollar amount, it will remain under “**REVIEW**” until it gets approved.

```
03/10/25 09:57 EDT          TIME SLIP INQUIRY          PST551N
EMPLOYEE#: _____      TIMESLIP#: _____
CLAIM DATES (MMDDYY) FROM: 010925 TO: 031025      TRAIN: _____
PENDING ONLY: Y (Y/N)      SUMMARY/DETAIL: S (S/D) N
CRFT COT                    PAY PRD                    T
X TIMESLIP _____      DESCRIPTION _____      STATUS AMOUNT X
_ 977645200 S1              022525 IHB GUARANTEE      REVIEW 1032.00
```

Notes:

# 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:				
X	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, then 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
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: ( _ )
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          ASSIGNMENT HISTORY          PSTS17A
POOL OR YD/LO: yd             HOME/AWAY: _          START DATE:
ASSIGNMENT:                   (FOR A SPECIFIC JOB)    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          ASSIGNMENT HISTORY          PSTS17A
POOL OR YD/LO: yd             HOME/AWAY: _          START DATE: 090124
ASSIGNMENT:                   (FOR A SPECIFIC JOB)    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
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
K101 BR 240901 0635 K101 110 YRD TFR MAV 0235 1035
K112 BR 240901 0635 K112 312 YD TFR WEND 0756
K139 BR 240901 0635 K139 196 YD TFR BHAM 0054 0854
K111 BR 240901 0640 K111 310 YD TFR WEND 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
K102 BR 240901 0655 K102 112 YRD TFR MAV 0800
K206 BR 240901 0700 K206 517 YD TRF EAST 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**

<u>VALID STATUS CODES</u>	
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): ( ) MMDYY
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 JIIFH
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
  
```



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.

VACATION ALLOCATION												PSTS70H		
VAC LIST: ( IHBRENIH ) INDIANA HARBOR ENGINEERS (ALL YARDS)											VAC YEAR: ( 24 )			
=====														
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
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: ( 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
1    _____    _____    GOOGLE VOICE  C     N       B
2    _____    _____    _____    C     N       B
3    _____    _____    _____    C     N       B
4    _____    _____    _____    _____  _____  _____
5    _____    _____    _____    _____  _____  _____
TEMP _____    _____    _____    _____  _____  _____
EMGR _____    _____    _____    _____  _____  _____
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
    
```



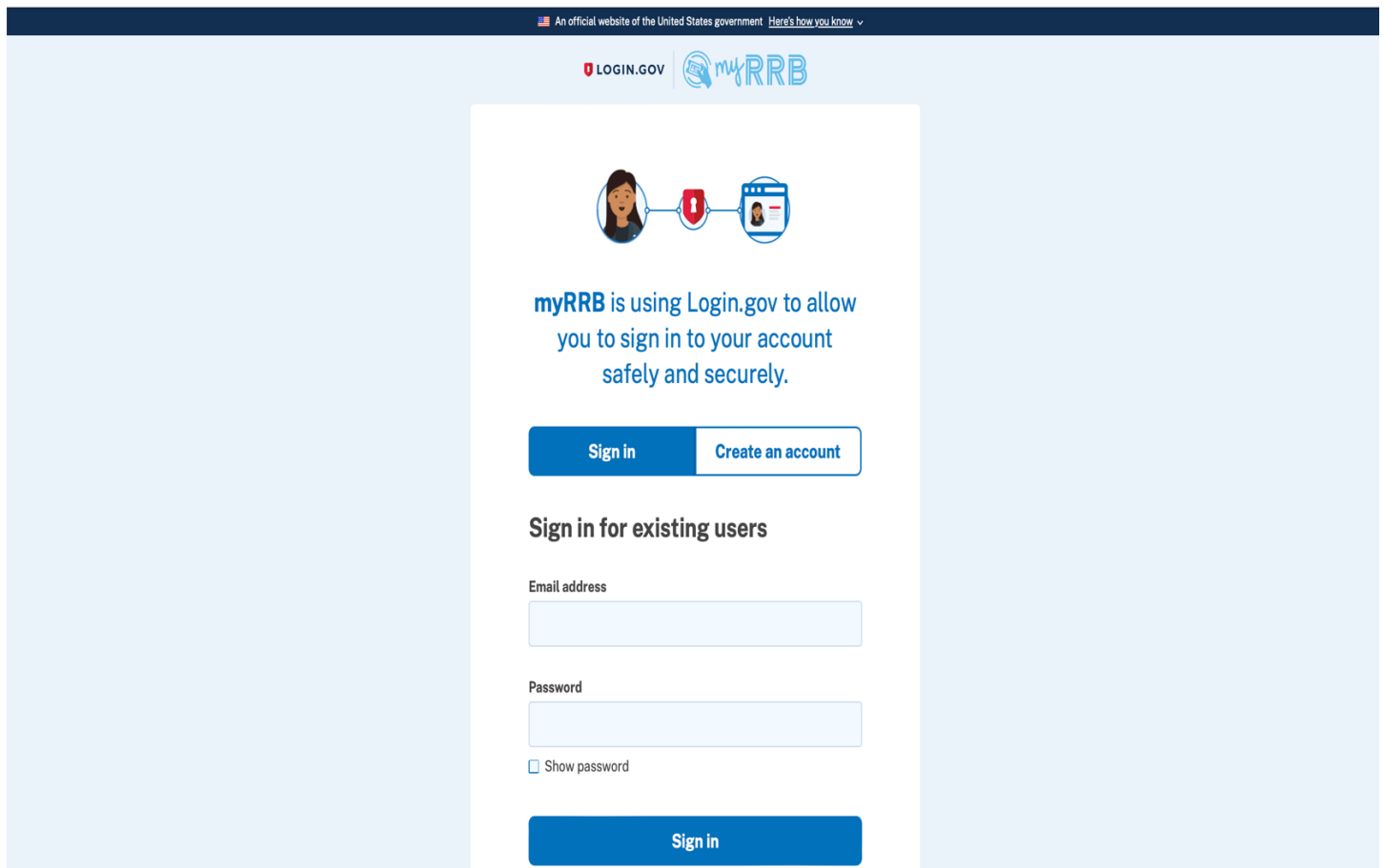
# Railroad Retirement Board (RRB)

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.



The screenshot shows the myRRB login page. At the top, there is a navigation bar with the Login.gov logo and the myRRB logo. Below the navigation bar, there is a central white box containing the following elements:

- An illustration of a person's head, a shield with a checkmark, and a computer monitor, connected by lines.
- The text: "myRRB is using Login.gov to allow you to sign in to your account safely and securely."
- Two buttons: "Sign in" and "Create an account".
- The heading: "Sign in for existing users".
- An "Email address" input field.
- A "Password" input field.
- A checkbox labeled "Show password".
- A "Sign in" button at the bottom.

Example of MyRRB log-in page

# Railroad Retirement Board (RRB) CONT.

The screenshot shows the myRRB website interface. At the top left is the RRB logo. The main header is a blue bar with the text "U.S. Railroad Retirement Board". Below this, the page is divided into three columns. The left column contains the text "myRRB". The middle column is titled "PIN/Password (PPW) Services" and contains a "Log In" section. The right column is titled "Related Links" and contains two links: "PPW System Administrator" and "Security Information".

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:	(999999999)
Password:	<a href="#">Forgot your password?</a>

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.



You are logged in as .

Unemployment and Sickness Benefits		Retirement Planning
 <b>APPLY FOR Unemployment Benefits</b>	 <b>CLAIM Sickness Benefits</b>	 <b>VIEW MY Service &amp; Compensation</b>
 <b>CLAIM Unemployment Benefits</b>	 <b>VIEW MY RUIA Account</b>	 <b>ESTIMATE MY Retirement Benefits</b>
 <b>ACCESS MY TAX Documents</b>		

## 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:**

## SURVIVOR BENEFITS CHECKLIST

Employee Name:

\_\_\_\_\_

Employee ID#

\_\_\_\_\_

Notes:

### **BLE-T DIV 682 REPRESENTATIVES**

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

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

<b>MICHAEL TERRANOVA</b>	<b>JOHN GROB</b>	<b>BRETT HOBBS</b>
(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:**

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

### **ADDITIONAL INFORMATION:**

<b>METLIFE</b>	(800)310-7770	CHECK IF INDIVIDUAL HAD A POLICY
<b>UNIONONE</b>	(847)387-3555	CHECK IF INDIVIDUAL HAD A POLICY
<b>RRB</b>	(877)772-5772	CHECK FOR BENEFITS
<b>IHB EAP</b>	(800)252-4555	GRIEF/SUPPORT COUNSELING
<b>IHB HR CONTACT</b>	(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.



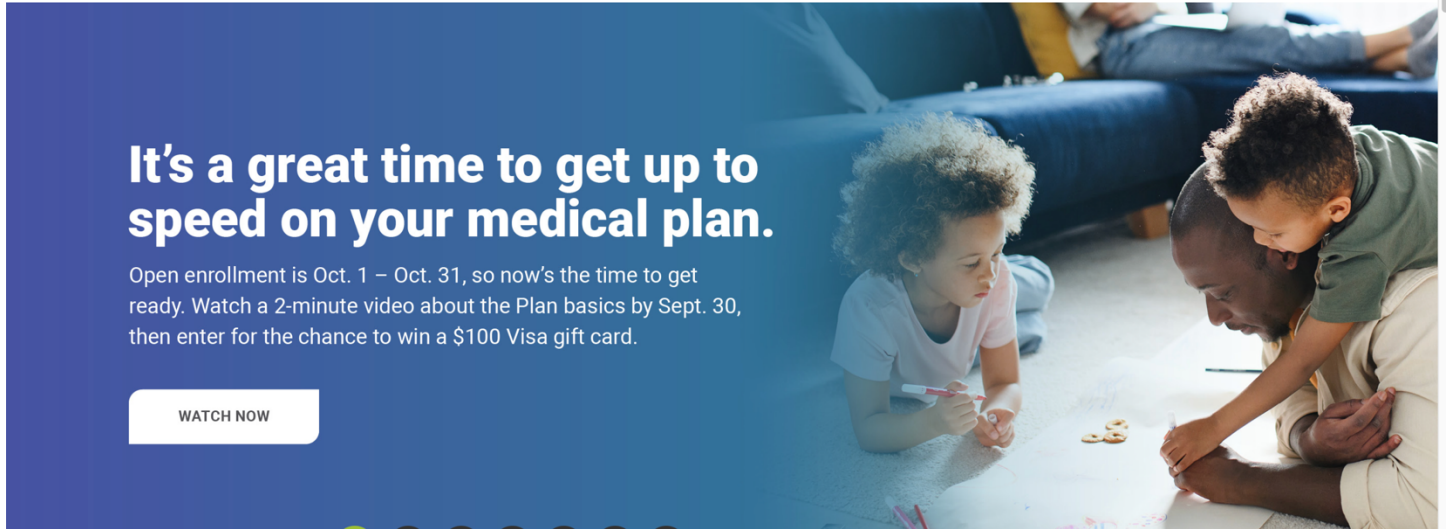
**Open enrollment 2025 is coming soon**  
**Open enrollment starts in 08 days 10:59:58**



LOGIN | REGISTER

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## 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.

WATCH NOW

# 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>



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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 header with the logo on the left, a search bar, and navigation links for "Find an eye doctor" and "Login". Below the header is a main navigation menu with categories: "Members & Consumers", "Employers", "Brokers", "Providers", and "Health & Ancillary". The main content area features a large image of a smiling man and woman wearing glasses. To the right of the image is the headline "Vision benefits for every pair of eyes" and a sub-headline: "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." Below this are four action buttons: "See benefits and savings" (with a piggy bank icon), "Buy individual vision insurance" (with a person icon), "Questions about your benefits? [Get Answers](#)" (with a lightbulb icon), and "A step-by-step guide to understanding your benefits" (with an open book icon).

# Prescription Insurance

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

The screenshot shows the Optum Rx website header with the logo on the left and navigation links for "Health care professionals" and "Your account". Below the header is a main navigation menu with categories: "Home", "Forms", "Member resources", and "Contact us". The main content area features a large image of a smiling man and woman holding hands. To the left of the image is the headline "Welcome to Optum Rx" and a sub-headline: "Sign in to your Optum Rx account using HealthSafe ID to order prescriptions, pay your bill, manage your health information and more." Below this is a "Sign in" button and a link: "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](http://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

Locomotive Engineers & Conductors Mutual Protective Association



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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Jose Villasenor 2024

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