



Norfolk Southern Railway Company
Lake Division
8111 Nelson Road
Fort Wayne, Indiana 46803
219 493-5300

March 25, 1999

TO: ALL EMPLOYEES
NEW CASTLE / FRANKFORT DISTRICTS
(Be governed accordingly by the information contained in this letter)

While running our internal audits on claims submitted on the above districts we found the following ambiguous claims:

1. NON SERVICE OR PENALTY CLAIMS FOR RUNNING OFF ASSIGNED TERRITORY - example: Several employees have submitted claims for relieving train 228 and train 197 on the Detroit District (at Ft. Wayne). In the claims they have stated they taxied to Thurman Sta. 09345. Records indicate the claimants never left Ft. Wayne terminal. The train was sitting at hold-out signal on the Detroit district. This is not outside of your assigned territory. You cannot submit false facts on a non-service timeslip. To do so would subject you to an investigation and possible dismissal.
2. MULTIPLE PULL-INS: I have found employees submitting mileage on the service timeslip that they were not entitled to. Example: An employee taxied to 7-mile, Ohio to relieve a train. Turning point miles = 37. Total miles for trip 74 miles. They relieve a 2nd train at Crescentville. Turing point miles 22 miles. Total miles = 44 miles. Then, taxied from Cincinnati to Ft. Wayne. Taxi rail miles = 193 miles. Correct mileage for this timeslip would be $74 + 44 + 193 = 311$ miles. Under RM & RT codes the RM would be 37 miles. RT code would be the time you left the station to get the train that you are claiming the 74 miles on. ***Do Not claim 130 for the 1st one, 130 for the 2nd and then 193 for transport = 453 miles.*** This practice must cease immediately. This is a clear case of falsifying a service time report. If you still have questions on this, I strongly suggest you speak to your local chairman for clarification.

3. PENALTY TIME SLIPS ACCOUNT NOT TRANSPORTED BACK TO HOME TERMINAL AFTER COMPLETION OF TOUR OF DUTY FROM AWAY FROM HOME TERMINAL: I have found cases where employees have voluntarily asked to go back to the motel instead of transporting back to home terminal. Then later, put in a penalty timeslip for a basic days pay. ***This will no longer be tolerated.*** Effective immediately, if you submit a penalty timeslip account not transported back to home terminal after completion of tour of duty, after laying over at Cincinnati, ***you must have the name of the supervisor that instructed you to return to the motel on the timeslip*** Do not put the phrase "I was instructed by the yardmaster DI" ***You must state (by name) who instructed you to go back to the motel.***

4. MILEAGE : I have found time claims for crews that have departed Thomas Road or Lindenwood Road (off Chicago District) due to not arriving at off duty point until after they were on overtime, claiming 193 miles instead of the proper mileage for departing from these two points. Omitting mileage that you are entitled to, in order to start your overtime factor sooner...is stealing. ***It will not be tolerated.*** Also, let me remind you that if you add miles to a timeslip for which you are not entitled, you are subject to dismissal for submitting a false claim. I have found employees putting in 228 miles for going to Hadley Road from Cincinnati. The proper mileage is 226. If you are claiming more mileage than you are allowed, you better explain it well in your remarks. If you did not run the miles...do not claim them !

5. ASKING FOR 2ND SCREENS IN RELIEF TRAIN SERVICE:

Item #1 - If you are working an assigned local, ***you absolutely are not entitled to another screen.*** You are not entitled to use the RM & RT codes to claim a 2nd day . Locals may be used in relief train service. They are paid on continuous time or mileage basis. Locals may enter & leave the terminal on relief train service during the full 12 hours of the assignment.

Item #2 - If you are called off the extra board to work an L99 or any other L symbol local, including working off your assigned pool place to protect an L symbol train, you are not entitled to a 2nd screen, if you are used in relief train service, nor can you use the RM & RT codes to claim a 2nd day. It is all continuous time or mileage.

Item #3 - I have found crews working locals who have left their terminal and were used in relief train service and upon arrival back at their terminal, put off duty - then called crew management and asked for a 2nd screen account leaving their terminal a 2nd time. ***This will not be tolerated.*** If you are a local, you do not tie up until completion of your tour of duty for that calendar day.

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6. MUNCIE RELIEF POOLS:

Item #1 - There are only two terminals for the Muncie relief pools - Muncie & Cincinnati. The Muncie relief pool can run in & out of Ft. Wayne, Portland & Frankfort and you are not entitled to a 2nd screen. You cannot use the RM & RT codes for a 2nd basic day. I have found crews submitting time claims with RM & RT codes account relieving trains destined to or from these three turning points. The Muncie relief pool can run all four directions in and out of Muncie. *Exception:* When you start your tour of duty at Muncie or Cincinnati and you go through to the opposite terminal & the carrier then uses you to go back out in relief train service - you can tie up your original train. They will give you a 2nd screen with a relief train symbol. In the event you go out and pull in another train and bring it to the point of origin (where you received your relief train screen) and/or the mileage exceeds 25 miles or 8 hours on duty - you can then use the RM / RT codes for 2nd basic day.

I strongly urge all of you to educate yourself on your agreements. As a supervisor, I can no longer overlook the false claims which are being submitted. Each craft has a local chairman. Both local chairmen have put out a packet of information spelling out in detail the proper procedures to use when submitting claims. We are all professional railroaders. Please act like it.

If I can assist you with any of the above, please let me know.



N. T. Boehm
Trainmaster