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## Conductor Training Pay

From: Tim Holmes  
Manager OPS Timekeeping

Subject: New Hire Conductor Training payments

Student Conductor:

Enclosed you will find a copy of the New Hire Conductor Training instructions. They should help answer any questions you may be concerned about.

I want to emphasize that you should ensure that the conductor you are training with, puts your name and social security number on his working trip slip. The Federal Railway Administration (FRA) requires that you show the length of off duty time between trips. This information is to be given to the conductor so the time can be recorded.

If you are training with a conductor who is using the Automated Pay System (-TE), make sure they include you on their tie-up.

At the end of each week (Sunday through Saturday) you will need to submit a blue non-service slip showing the days worked, what conductor you were with, the job ID, the time on duty, and a total time on duty (used to calculate any overtime). You also need to show the days not available and not used.

I hope this information will be helpful.

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**Type of Service:** Payment Guidelines  
**Topic:**  
**Eastern District**


### **New Hire Conductor Trainees -**

**Purpose - New hire trainmen required to take conductor training with a qualified conductor in order to be trained and qualified u a conductor. Timekeeping is responsible for making proper payments as outlined in the New Hire Conductor Agreements.**

**Note: Timekeeping will issue a copy of these procedures to each New Hire Conductor Trainee with a cover letter.**

Definition: New Hires - are employees with less than one (1) year service.

**Responsibility:**



6/14/2004

Conductor/Trainee

1. New hire conductor trainees are assigned to a training board while in the formal training program, Therefore, they are called and put on duty with a qualified conductor to take their student trips.

Conductor

2. The conductor will include the trainee on their trip slip noting the trainee taking new hire student conductor trips.

Conductor

3. The conductor will mail their working trip slips to timekeeping at the conclusion of each trip.

Trainee

4. The new hire conductor trainee will be required to submit a blue non-service slip to timekeeping once a week, showing what student trips were taken, by date and showing the total on duty times and/or (he days and time spent in classroom training.

- The trainees work week begins on Sunday and ends on Saturdays (the blue non -service slips should only cover one week).

- Trainees are to submit two (2) slips if the training week is split between pay periods (15th and last day of the month).

Example: If the 15th or last day of the month falls on a Wednesday, they will submit a blue non-service slip from Sunday thru Wednesday and another from Thursday thru Saturday.

Note: Slips are to be sent to timekeeping weekly.

Timekeeper

5. Upon receipt of the Conductors trip slip, the timekeeper will code the slip and enter the coded information into a timekeeping base screen.

Conductor: a. Change from a standard crew to a reduced crew, b. Enter all applicable data.

Trainee: a. Allow the AFHT meals, b. Zero out the straight miles and overtime. c. Change from a standard crew to a reduced crew.

Timekeeper

6. Each week (Mondays), the timekeeper will call up and print out a ZB translog to identify the trainee candidates that are on the training board for the previous week.

Timekeeper

7. Each week the timekeeper will call up and print out a PSG for each trainee that has been identified in step number 6.

- The PSG is used as a work sheet to determine the dates and training trip taken when figuring the weekly guarantee.

Timekeeper

8. The timekeeper will pull up work histories, that will be used to calculate overtime claimed on the blue non-service slips.

Note: The ZB Translog, PSG, and Work Histories will be used to verify the trainee's claims that were submitted on the blue non service slips.

Timekeeper 9. If timekeeping does not receive a blue non-service slip prior to close Out, the timekeeper will use the Translog, PSG and Work History to calculate and make the guarantee payment (less overtime).

Jr.Tkg Spec 10. Send a copy of these procedures with a cover letter to every New Hire Conductor Trainee,

### Calculating the Conductor Trainee's Guarantee

1. Trainees are to be paid the Conductor Trainee rate of pay of \$142.97 per day. (code Z5), this rate is not reduced by the percentage of the employee. They will go back to their percent when done with the Conductor trainee course. They are entitled to additional compensation for the time spent in excess of 48 hours during the calendar week (Sunday through Saturday) excluding deadhead time.

2. A pro-rated day is deducted for each calendar day that the trainee is not available of their own volition.

3. There are no free lay off days for the trainees, they must be available 7 days per week.

#### EXAMPLE TIMESLIP (=PE) FOR CIT TRAINEES

<u>DATE</u>	<u>TRAIN/JOB ID</u>	<u>COND/FOR</u>	<u>START TIME</u>	<u>OFF TIME</u>	<u>TOTAL TIME</u>
03/03	MPGJ/02	JE STONE	04:30	13:00	8:30
03/04	AVAILABLE BUT NOT USED				
03/05	GJDEN/01	BT THOMAS	14:00	20:00	6:00
03/06	DENGJ/02	BT THOMAS	05:00	15:00	10:00
03/07	LJGJ/07	JE SMITH	08:00	20:00	12:00
03/08	GJBD/08	JE DOE	09:00	21:50	12:50
03/09	DENGJ/06	JE DOE	07:00	15:00	08:00
					57:10
					48:00
					9:10
					Claim \$857.82 and 9:10 OT

Northwest District Rate of Pay: \$142.97 per day, 6 days a week. Must be available 7 days per week.

01/01/04