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**united transportation union**



**General Committee of Adjustment  
NORFOLK SOUTHERN RAILWAY**

(Nickel Plate, Wabash, and portions of former Conrail)

817 Kilbourne Street  
Bellevue, Ohio 44811-9407



September 20, 2006

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Circular No. 328-S

All Local Chairpersons  
NKP, WAB and portions of Former Conrail  
C-T-E

Dear Sisters and Brothers:

As a result of your requests to address the problems associated with local claims conferences; a meeting was held with Labor Relations on July 13, 2006.

Included with this circular are the instructions issued by Assistant Vice President Labor Relations H. R. Mobley to NS field supervisors. A careful review of these instructions will afford you a clear method to have field claims paid at conference. Note: the only way that a claim, handled in conference, will be paid without further edits is to have the claim marked 'P' by the supervisor. It is recommended that you receive a copy of all letters and/or e-mails sent to Payroll that pertain to the settlement of claims conferences.

In the event you are unsuccessful in having the claim paid locally, forward the claim to this office for further handling. Keep in mind we have sixty days to appeal the claim from the date in which it was denied by the division superintendent. The following items should accompany all claims:

- 1) A copy of the time slip
- 2) Claimant's earnings and declination statement denoting the claim and reason for declination
- 3) Any pertinent information regarding the claim
- 4) Your appeal letter to the Carrier
- 5) The Carrier's reply and/or declination. This should include the Carrier's file number i.e. NY-CGO-96-01

This Committee also requests that you document and forward to this office in writing any additional problems you have incurred with Payroll and claims handling.

Fraternally Yours,

Delbert G. Strunk, Jr.  
General Chairperson  
United Transportation Union



Norfolk Southern Corporation  
223 East City Hall Avenue  
Norfolk, Virginia 23510-1728

H. R. Mobley  
Assistant Vice President  
Labor Relations  
(757) 629-2425

September 7, 2006

PA-1-2

All NS Operating General Chairmen:

This refers to our meeting held July 13, 2006 and discussions regarding the proper procedures for getting settled conference claims paid. As requested, the enclosed instructions have been disseminated to field supervisors.

If I can be of assistance in any other matter, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, reading "H. R. Mobley". The signature is written in a cursive style with a long, sweeping tail on the "y".

Enclosure

## T&E Payroll Claim Approval and Claim Conferencing Guidelines

### Initial Employee Claims Approval

There are two types of T&E claim approval.

The first approval type is when an employee makes an original claim that requires some type of field verification. These claims are routed within the Crew Call system and reviewed through the inbasket process. When field supervision processes a claim with an approval code of "Y", the claim is conditionally approved, subject to all system edits and validations to ensure compliance with applicable labor agreements. In other words, an approval code of "Y" indicates field approval of the supporting facts and its circumstances; such approval does not validate the claim and it does not guarantee payment.

The second type of approval code, "P", is to be used when a field supervisor approves a claim for payment and wants it processed without regard to system edits and validations. In other words, the field supervisor has verified the facts and has committed to paying the claim whether or not it's supported by the governing agreement. Except in the case of the claim being a duplicate of a previously paid claim, Payroll will process the claim for payment.

Since the "P" approval claim results in a system override of contractual edits, this code should not be used for standard approvals and should only be used in special circumstances. Discretionary use of this code is a must.

At the close of each payroll period, each approver will receive an email for all claims they approved that were subsequently declined by Payroll. Included in the report will be the declination reason. If there are any questions regarding one of these declinations, the supervisor should contact Payroll for a full explanation.

Monthly, a report is furnished to the Division Superintendent and General Manager listing all claims processed utilizing the "P" approval code.

## Claims Conferencing of Previously Denied Claims

When declined claims are conferenced and approved for payment at the local level, the following guidelines will ensure prompt and accurate handling by Payroll:

Send a letter of instruction to Payroll directing payment of the settled claim. Include the following information as applicable: employee ID, name, date of original claim, train, type of claim to pay, and hours or miles to pay, if applicable. Contact information for the authorizing officer should also be included in case questions arise. Attached is a sample claim form that can be used. This form can also be found on the Accounting web site, <http://accounting.nscorp.com>.

DO NOT simply instruct employees to re-enter the claim electronically. Without anything to distinguish the claim as field-settled, it will most likely receive the same treatment as the original claim, that is, another declination.

The following tips are also suggested for successful conferencing:

1. If you see a certain type of claim suddenly being declined by Payroll or are unsure of whether or not to approve an initial claim, do not wait for a conference to investigate. Contact Payroll or Labor Relations for an explanation and/or guidance.
2. Know how to access and read the T&E Timekeeping System, TEPAY.
3. Make sure when paying holiday or personal leave claims that the employee has not already reached the combined maximum allowance.
4. Claims settled for a difference in pay should not have a payment amount calculated. Payroll will perform the calculation and can provide documentation to support it on request should the Local Chairman disagree with the result.

Any questions regarding this process may be directed to Alec McRoy, Manager Payroll-Accounting, 981-5258, or Marie Russell, Assistant Manager Payroll Accounting, 855-6831.

Field Settled Claim Form

Division Superintendent: \_\_\_\_\_

Date submitted: \_\_\_\_\_

File: \_\_\_\_\_

Local Chairman: \_\_\_\_\_

The following claim is appealed to you:

Employee Name: \_\_\_\_\_

Claim Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Claim Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Train Number: \_\_\_\_\_

Statement of Claim: \_\_\_\_\_

(attach back-up if  
necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be filled out at claims conference:

Date of conference: \_\_\_\_\_

Representatives at claims conference:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Check the appropriate box shown below:

- Claim declined
- Approved for payment - please pay \_\_\_\_\_ hours/minutes.
- Approved for payment - please pay \_\_\_\_\_ miles.
- Approved for payment - please pay a basic day.
- Approved for payment - please pay \_\_\_\_\_.

Payment authorized by: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

If authorized for payment, send to Norfolk Southern's Payroll Department,  
ATTN: Manager, T&E Payroll Accounting, 110 Franklin Road, SE, Roanoke, VA 24042  
(Fax number: 8-981-5483 or 7-981-5483 or 540-981-5483)