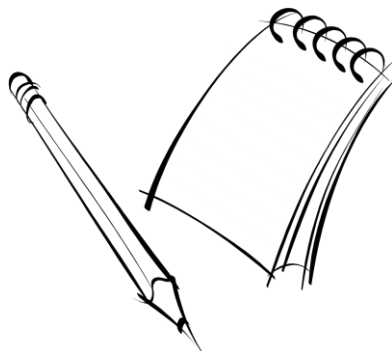


CLAIMS HANDLING

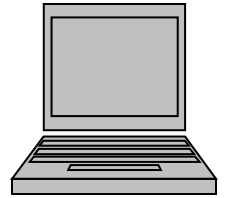


THE PROCESS FOR PROPER CLAIMS
HANDLING BY LOCAL CHAIRPERSONS

Compiled by:
D.G. Strunk, GC 687
January, 2007



Claims...



- must be filed in writing or by computer.
- must be filed within **60 days** from the date of the occurrence.
- Carrier must notify the employee **within 60 days** from the date claim is filed of the reason for the disallowance of the claim.



- If a disallowed claim is to be appealed, such appeal must be made **within 60 days** from the receipt of notice of disallowance (if the declination is by computerized payroll the date on the employee itemized earnings statement will start the 60 day limit).



- Claims that are to be appealed must be listed individually and must contain the following:
 - Claimant
 - Date of Claim
 - Time Slip
 - Claimant's Earning Statement
 - Declination Statement – denoting the claim and reason for declination
 - Any pertinent information regarding the claim
 - Your appeal letter to the Carrier
 - The Carrier's reply and/or declination which should include the Carrier's file number



UNITED TRANSPORTATION UNION DENIAL CLAIM FORM

Please complete all applicable information for your claim as detailed as possible along with a copy of your itemized earnings statement showing denial of claim

Name _____ Employee No. _____

Position (*worked*) _____

Claim date _____

Amount claimed _____

Claim Details: _____

Train Symbol _____ Engines _____

Engineer _____ Conductor _____

Crew Home Terminal _____ Location Called _____

On Duty Time _____ DH Symbol (*If applicable*) _____

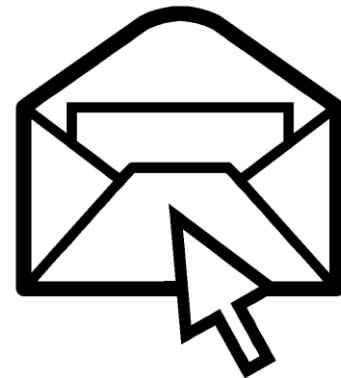
Additional Comments for processing of claim: _____

Sign: _____

- Claims should be listed individually on a monthly basis (it is suggested, in order to keep up on claims).
- Once claims are handled in a local conference, the Carrier is required to provide you the results of that conference along with the Carrier file number for each claim.

- Once you receive this information it is imperative that **you forward the claims to the General Chairperson's office as quickly as possible for further handling as they are on the same time limit constraints as you are.**

- Reference:
 - NKP – Article 33
 - Wabash Road – Article 55
 - Wabash Yard – Article 40



FORMAL INVESTIGATIONS



✓ Hearings



- Must be scheduled within 10 days of the occurrence, except in the case of criminal charges or failure to make out a personal injury report then the 10 days applies after the date the occurrence is made known to the Carrier.

- After the hearing, the Carrier has 15 days to notify you in writing if the charged employee is found to be at fault.
- After 15 days, appeals and responses on the local level through to completion are governed by the previous 60 day time limit.
- Some portions of the Wabash Territory is 30 days instead of the 60 day time limit.

Conductors, Trainmen, Yardmen

- Nickel Plate Agreement (& IT Consolidation Agreement which applied NKP Rule to certain Former Wabash locations)
 - Decatur Terminal, St. Louis Terminal, A. O Smith Yard, Brooklyn-Lafayette District road territory (includes Decatur – Peru and Frankfort – Decatur pool crews), Decatur – Bloomington District (Peoria District) and locals working Bloomington – Peoria





– Wabash Agreement

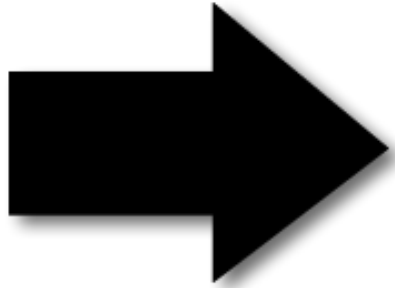
- Peru – Decatur (HMD District) road crews, Lafayette Yard, Tilton Yard, Decatur – Chicago, Decatur – Bloomington (Forrest District), Decatur – Frankfort, Springfield-Hannibal road territory (Decatur – Moberly and Moberly – Decatur road crews), Moberly road crews (includes the Kansas City and St. Louis Districts), Kansas City Terminal, Berkeley and Wentzville assignments
- Investigation notice must be sent within 10 days of the incident
- Investigation must be held not less than 5 days, and no more than 10 days from the date of the notice
- Discipline must be assessed within 15 days from the date of the hearing
- 30-day time limit on appeals
 - Reference
 - NKP – Article 34
 - Wabash Road – Article 38
 - Wabash Yard – Article 60

Engineers

– Nickel Plate/Wabash Agreement

- No specification for time limit on the notice of hearing, only that employee shall be given written notice.
- Investigation must be held within 10 days of the date of the incident. (In cases involving criminal charges or failure to make out a personal injury report, the 10 days will apply after the date the occurrence is made known to the Company.
- Discipline must be assessed within 15 days from the date of the hearing.
- 30-day time limit on appeals
 - Reference
 - Wabash/NKP – Article 41





REMEMBER:

- ✓ You must meet all time restraints!!
- ✓ 60 day time limits
- ✓ 30 days on some portions of the Wabash Territory