

Instructions

For

Claiming your protection guarantee

Protection

1. Go to BNSF.com
2. Go to Labor Relation web page
3. Go to the link for Labor Protection
4. Go to Frequently Asked Question
5. Next go to the link that is "Request for Protection Benefits"
6. Employee needs to fill out this form and send to the appropriate person.

Then Labor Protection will get with the appropriate General Chairman and check to make sure that the employee is entitled to protective benefits. This process can take several months based on the particular agreement and several other factors.

Once the employee is validated for protective benefits, he will be sent a letter telling them what their protection rate is and the length of time that protection will be. Along with this letter will be instruction on how to file for their protection via TSS in the Special Claims area.

I have attached to this letter a copy of those instruction as well.

Protection Claim Entry

Start at the Main Menu (CCTM 15)

Select option '1B' if you are a TYE Employee; '1E' if a Yardmaster, and press 'Enter'

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CTTP0001      TYE & Yardmaster Employee Compensation System  08/01/05 PRDE
BNSF FTWORT      Main Menu  09:54:07CT

  1. Input Trip Ticket Information
    a. Train/Yard Trip Reporting          0 New Outbounded Tickets
    b. Special Claims                    0 Pay Tickets to complete
    c. Yard (Override)                   0 FRA reporting for DOL's
    d. Road (Override)
    e. Yardmaster Special Claims
    f. Yardmaster Override Screen

  2. Print Trip Ticket Information
    a. Trip Ticket Pick List
    b. Ticket      On Duty Date

  3. Decline Employee Pick List          0 Decline(s) To Review
  4. Decline LCL Chairman Pick List     0 Decline(s) To Review
  5. Print Payment Recap (816)
    a. Year      Pay Period

  6. Current Pay Period Earnings
  7. Employee Guarantee Screen

                Select Code:      Employee I A RAILROADER
                Verification Number:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main                      Tmkpg                          Prev
  
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This should take you to the Special Claims Main Menu Screen. The appearance may be different for Yardmasters. Enter the last day of the claim month as the "Date of Occurrence". You will also need to enter assignment type, Occupation Code, Region & Sub codes, and your station number. Select CA Code "MG" and press 'Enter'. The system will fill in your name and printer number; press 'enter' again to continue.

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CTTP0010      Train, Engine and Yard Employee Timekeeping System  08/09/05
BNSF FTWORT      Special Claims Main Menu  09:56:10CT

Ticket Report  Date of      Input by  Basic Day/
Number Date    Occurrence  LChm    Make Whole
                080905  073105
                                Date

Empl ID  F M Last Name      C R Oc R S Prev  Yard Job No/  Home  Occur
1234567  I A RAILROADER      O X Cd G D Worked Turn No  Terml Statn
                                R 03 R S                                12345

(MR) Car Mileage                (PO) Call and Release Prior to On Duty
(05) Bereavement                (AO) Call and Release After On Duty
(ER) Employee Retraining        (LD) Restricted Work-On Duty Injury
(SM) Safety Meeting             (OD) Restricted Work-Off Duty Injury
(MG) Merger Guarantee           (76) Make Whole
( ) Other CA Codes              (RC) Recall from Reserve Board

                Select CA Code: mg      Printer ID:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main                      Emp- Emp+ Prev
Please enter 'Date of Occurrence' & SSN(s)
  
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Last step! This is the actual claim screen. You will need to enter

- Former road
- what agreement you are claiming under
- the claim month
- claim basis (i.e. Total Earnings or Hourly)
- whether you collected any unemployment benefits during the month

The rest is very similar to the paper claim form:

- Guarantee Amount
- Earnings
- Layoff days (if any) and amount of money you would have earned working those days
- Amount claimed

CTTP0018	Train, Engine and Yard Employee Timekeeping System	08/11/05
BNSF TOPEKA	Merger Guarantee / Protection Pay	13:24:26CT
Ticket Report		
Number	Date	Empl ID F M Last Name
		1234567 I A RAILROADER
C	Oc	Home Former
O	Cd	Term Road
B	03	12345 BN
Agreement claimed <u>New York Dock</u>		Claim Date <u>08 2005</u>
Claim Basis (select one): <input checked="" type="checkbox"/> Total Earnings		Earnings within TPA Hours
Test Period Hours:		Guarantee Amount: \$ <u>4000.00</u>
		Earned Amount: \$ <u>3000.00</u>
During month of claim I laid off for personal reasons or was not available for service on the following dates: laid off sick 8/12		
		Earnings lost: \$ <u>240.99</u>
The following jobs were available to me which would have produced greater compensation than the jobs I worked:		
Total earnings lost due to failure to exercise seniority:		\$
Outside earnings received during the month of claim:		\$
		Amount of Claim: \$ <u>759.01</u>
Did you receive unemployment benefits during claim month (Y/N): <u>N</u>		
By submitting this claim I certify that this information is true & correct		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Main		Comit
		Prev

After you have completed the information, press the 'F5' key to save the claim. (You may have to press it twice – follow the instructions on the screen!) Your claim has now been submitted and is ready for Labor Protection to process.

After your claim has been processed, the declination notice will be in your "Decline Employee Pick List" (option 3). This notice will detail any differences between what you have claimed and what our records indicate you are due, just as the paper letter has in the past.

If you have any questions about filing your claim, viewing your declination, or would just like to check to make sure it really worked, give us a call or email.

Respectfully,

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