

HR MANUAL

A photograph showing the lower half of a person in a light-colored shirt and shorts, pulling a dark suitcase on a city street. In the background, there is a large, ornate building with many windows and a crosswalk.

Section: Chapter 6 - Programs

Topic: 6.06 – Rail Pass Program for employees represented by Unifor and retirees formerly represented by Unifor (or CAW)

Plan Objectives

Provide free rail transportation privileges in Economy Class to employees represented by Unifor (collective agreements 1, 2 or 3), and to retirees formerly represented by Unifor (or previously CAW), as well as to their spouses and dependants.

Definitions

For the purpose of this Rail Pass Program, the following definitions apply:

Employee - Main Rail Pass Holder

Employee represented by Unifor, having a unique two-letter discount code:

- ❖ “U1”, “U2” or “U3”.

Retiree - Main Rail Pass Holder

Retiree formerly represented by Unifor (or previously CAW), having a unique two-letter discount code:

- ❖ “RU”, “RD”, “RT” or “R9”.

Spouse - Rail Pass Holder

A spouse is the person legally married to the main rail pass holder, or the common law spouse who is the person who has been living permanently with the main rail pass holder for at least one (1) year. Unique two letter discount codes for spouses are as follows:

- ❖ Spouse of an active employee: “S1”, “S2” or “S3”
- ❖ Spouse of a retiree: “SU”, “SD”, “ST” or “S9”

Definitions (cont'd.)

Dependant - Rail Pass Holder

The dependant must meet the following criteria to be eligible for a rail pass. The dependant is the child:

- of the main rail pass holder, of the spouse of the main rail pass holder or of the unmarried child of the main rail pass holder (if, in this latter case, the unmarried child lives with the main rail pass holder on an ongoing basis), and whom is entirely dependant on the main rail pass holder; or
 - whom the main rail pass holder has adopted and is entirely dependant on the main rail pass holder;
- AND
- whom is under 21 years of age (provided that the child does not work more than 30 hours per week, unless the child is a full-time student); or
 - whom is under 25 year of age if the child has been attending a recognized educational institution for at least 15 hours per week. (Note: for dependants 21 years of age and under 25, proof of school attendance must be submitted twice per year, in January and September); or
 - whom is of any age if the child is handicapped.

Unique two letter discount codes for dependants are as follows:

- ❖ Dependant of active employee: *D1, D2 or D3*
- ❖ Dependant of retiree: *DU, DD or DT*

General Public Fare

The price, including taxes, the general public would pay for an identical booking.

Eligibility

The following criteria determine who is eligible to receive a rail pass:

- Employees - after one year of cumulative compensated service;
- Retirees must be at least 55 years of age and have completed 2 years of VIA Rail service.

Free Transportation privileges

VIA Rail offers free rail transportation privileges for personal train travel on VIA Rail trains in Economy Class to:

- Employees, their spouses and dependants;
- Retirees, their spouses and dependants;
- Non-VIA Rail Unifor union official representatives¹.

At time of booking, restrictions may apply.

¹ The Corporation, in its sole and absolute discretion may provide a temporary rail pass to Unifor union representatives whose primary assignment is VIA Rail and who the Corporation believes would benefit from greater exposure to our products and services. Such temporary rail pass can be withdrawn by the Corporation at any time on 30 days' prior written notice.

Taxable Benefit on free transportation privileges

- Free transportation privileges for employees and retirees are not a taxable benefit².
- Free transportation privileges for spouses and dependants are a taxable benefit to the employee or retiree².
- The taxable benefit amount is based on the price the general public would pay for an identical booking (public fare, including taxes). For upgrades, determination of the taxable benefit is based on the same principle, but does not include the amount paid for the upgrade.

TIP:

To minimize the impact of the taxable benefit amount, we recommend that you book in the lower fare classes when booking in Economy and Sleeper classes (i.e. Escape and Sleeper Discounted fares). If these are not available at time of booking, you can try booking on a less busy train.

- The total annual taxable benefit amount will be added on the employee's or retiree's income tax slips of the year of travel.
- See procedure: "How to Determine the Taxable Benefit Amount":

Note:

Employees and retirees will receive cumulative quarterly reports, identifying the taxable benefit amounts for all trips travelled by a spouse and/or dependants.

Supplemental Charges

For upgrades, employees and retirees, their spouses and dependants must pay a supplement:

- Business Plus (*discounts on regular Business class fares are not applicable under this program*)
- Touring
- Sleeper Plus and Sleeper Plus Discounted

Last-Minute Booking (one day prior to departure)

A last-minute booking is any trip booked after 12:01 AM Pacific Time, the day prior to travel date (i.e. the day before travel). This applies to both the outbound and return trip tickets. Free travel booked under this condition by spouses and dependants is considered a non-taxable benefit for the employee or retiree.

In order to make as many seats available as possible to our paying customers, it is forbidden for rail pass holders to book a seat in advance, cancel it and rebook again at the last minute. ***Please refer to the Infractions/Consequences section on page 8 regarding pre-booking tickets and cancelling reservations in order to convert the original reservation to a Last-Minute booking.***

Commuter Tickets

All rail pass holders who wish to commute on a VIA Rail train between stations for which tickets are not sold to the public (i.e. Dorval - Montreal), must obtain a special commuter pass which is free of charge and only available from a Counter Sales Agent at a VIA Rail station. Each special commuter pass contains ten (10) one-way coupons. Rail pass holders must surrender a coupon and show their rail pass to the Service Manager for each trip. No actual rail ticket or reservation is required. *Note that these commuter tickets must be used at all times for travel between these stations as reservations are not made, and tickets are not issued for travel between these points. This is considered a non-taxable benefit.*

² Subject to Revenue Canada Regulations and Revenue Québec for Quebec residents

General Conditions

- All rail pass holders must have in their possession prior to boarding:
 - a valid rail pass;
 - a printed e-ticket or a ticket available on a mobile device.
- Tickets for all rail pass holders (employees or retirees, their spouses and dependants) cannot be obtained/purchased on-board the train.
- Dependants under the age of 2 do not require a rail pass.
- Spouses do not need to be accompanied by the main rail pass holder.
- Dependants, 12 years of age and up, do not need to be accompanied by the main rail pass holder provided there is no overnight travel or connections involved in the journey. Note that dependants between the ages of 8 and 11 may travel alone using the Unaccompanied Minor service, and paying the applicable service charges (see Reservations section below).
- All reservations must be made on-line at viarail.ca, whenever possible. VIA Rail employees who are members of Unifor, their spouses and dependants should contact a Telephone Sales Agent (TSA) or consult a Counter Sales Agent (CSA) **ONLY** in the following situations:
 1. To make a booking that cannot be booked online:
 - Over occupancy, (i.e. one cabin for 2 being occupied by more than two people (i.e. 2 adults and one child);
 - To book a wheelchair tie-down or accessible cabin;
 - To book a child travelling alone (i.e. dependant with rail pass aged 8 to 12). From the "Travel Information" tab of our Web site, viarail.ca, choose "Special Needs" from the drop-down menu for more information on our Unaccompanied Minors service.
 2. To modify a booking made online or a booking made by a VIA Rail agent, in the situations below:
 - If seats or cabins are not together or in the same car;
 - To add a special service request if special needs are required;
 - Any of the following changes that cannot be modified online. (Most other changes can be done online.) Examples :
 - Bookings outside of the Corridor;
 - Bookings including a non-VIA Rail carrier (Note – you can include in your trip some connections with GO Transit, AMT, airport shuttles and ferries etc.);
 - To change an origin or destination;
 - To add or cancel a passenger;
 - To change a passenger type or name;
 - To modify a reservation that was already changed or booked by a VIA Rail agent.
- Retirees can contact a Telephone Sales Agent or consult a Counter Sales Agent to make their reservation at any time. All effort must, however, be made to make reservations online.

Conditions (cont'd)

Baggage Allowance

Everyone travelling must respect the baggage policy in effect.

Meal Selection

When on board, all rail pass holders must give up their seats, sleeping accommodations, meals or meal choices whenever requested by on-train employees. For meals and meal choices, it is expected that rail pass holders will identify themselves and request to be served after all revenue passengers have been served.

Duty to assist

In the event the train is involved in an incident response, all VIA Rail employees, physically capable of providing assistance, must report to the person in charge and follow their guidance.

Restrictions

- This program is not valid in *Prestige Sleeper* class.
- No other discounts will be applicable (ex: late train credits, or any other discount requiring a discount code, such as CAA, Corporate or Convention fares, etc.)
- Other restrictions may apply at time of booking.

Cancellations

- All cancellations must be made prior to travel date and time, when not travelling.

Note: Terms and conditions of this program are subject to change.

Administration of Rail Passes

Issuance of rail passes

Rail passes are issued and distributed to all rail pass holders by VIA Rail's Shared Services who may be reached at the following address and telephone number:

VIA Rail Canada Inc.
Shared Services
Montreal, QC
8116, Station "A" H3C 3N3
e-mail: sharedservices@viarail.ca
Tel.: 1 800 799-9934

Loss of a rail pass

All rail pass holders are to immediately report the loss of their rail pass to Shared Services.

Travelling without your rail pass in an emergency situation

All rail pass holders who must purchase a ticket while not in possession of a rail pass due to an emergency situation (i.e. serious illness or death in the family), may obtain a refund for the amount of basic transportation purchased (i.e. amount, less surcharges).

To obtain a refund, the original receipts as evidence of fares paid and the reason for the trip should be submitted to the Shared Services department.

Termination

Employees who terminate their service with VIA Rail for any reason must surrender all rail passes in their possession, including those issued for their spouse and/or dependants. Rail passes must be returned to Shared Services.

Administration of Rail Passes (cont'd.)

Leaves of absence

Anyone retaining an employee/employer relationship but unable to work due to:

<u>TYPE OF LEAVE</u>	<u>EFFECT ON RAIL PASS PRIVILEGE</u>
➤ Sickness or injury	Retain while disabled
➤ Authorized Personal leave	Retain for a period of 1 month, then suspend privileges
➤ Lay-off	Retain during entire period of lay-off
➤ Maternity and/or parental leave 🕒 (includes child care leave in cases of adoption)	Retain during entire period of leave
➤ Educational leave	Retain during entire period of leave
➤ Service in the Armed Forces of Canada	Retain for service which is recognized as pensionable service
➤ Held out of service pending investigation	Retain privileges
➤ Holding Public Office	Suspend privileges
➤ Suspension of work or Unauthorized leave	Suspend privileges

Administration of Rail Passes (cont'd.)

Suspension or termination of rail pass privileges

A rail pass holder may be subject to sanctions for infractions to the rail pass program.

INFRACTION	CONSEQUENCES
Fraudulent use of a rail pass by a main rail pass holder	Corrective discipline, up to and including dismissal.
Fraudulent use of a rail pass by a spouse or dependant of a main rail pass holder	<p>Permanent suspension of the spouse's or dependant's rail passes privileges.</p> <p>Main rail pass holder is financially responsible for the reimbursement of the full transportation fare for the trip made through the fraudulent use of the rail pass.</p>
<p>Failure by main rail pass holder to advise Shared Services of rail pass cancellation due to:</p> <ul style="list-style-type: none"> Dissolution of a marriage or a common-law relationship. 	Reimbursement of all transportation charges incurred through spouse's rail pass by individuals no longer entitled to rail pass privileges
Misconduct in a station or on a train by any rail pass holder	Suspension of the rail pass privileges. For main rail pass holder, corrective discipline, up to and including dismissal.
Any rail pass holder cancelling a previous reservation for a spouse or a dependent in order to convert the original reservation to a Last-Minute booking	Suspension of the rail pass privileges and, for main rail pass holders, corrective discipline, up to and including dismissal.
Failure by any rail pass holders to cancel a reservation prior to departure when not travelling	<p>Suspension of the rail pass privileges and for main rail pass holders, corrective discipline, up to and including dismissal.</p> <p>Will generate a taxable benefit for the employee and retiree.</p>