CANADIAN PACIFIC RAILWAY COMPANY

Office of the Second Vice-President

STAFF CIRCULAR

LINES WEST OF FORT WILLIAM

NOVEMBER 1, 1907

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CANADIAN PACIFIC RAILWAY COMPANY

Office of the Second Vice-President.

TO HEADS OF DEPARTMENTS, LINES WEST OF FORT WILLIAM

For convenience of reference, it has been deemed advisable to reissue the instructions contained in Staff Circular of December 10th, 1900, embodying all alterations and additions which have since been made.

1. The following instructions will apply to all classes of employees, with the exception of Trackmen, Car Cleaners, Freight Porters, Steamship Firemen and employees of a similar grade for whom staff forms need only be submitted when they have served one year in continuous or cumulative service.

2. All newly engaged employees, except those engaged for temporary periods, unless otherwise specially arranged, will be considered as upon probation, and will only be transferred to the permanent staff after six months' continuous and satisfactory service, on the recommendation of the Head of the Department on form 04. Proper records must be kept by each Department, so that this form may be submitted promptly at the end of the six months' term in the event of satisfactory service.

3. Any employee upon probation found incompetent for transfer to permanent staff must be relieved from

the service, and notification sent on form 05 to this office.

4. When an employee engaged for a temporary period is transferred to the permanent staff, his probationary period will date from the commencement of his temporary engagement.

5. The fact that any employee is or has been on the permanent staff within the meaning of the above regulations, shall not in any way affect or alter the rights of either the Company or of such employee in respect of the termination of his services or compensation therefor, and all such rights shall be the same as if there were no such permanent staff as is above provided for.

6. All applicants must present, prior to engagement, or, if by special arrangement, within thirty days thereafter, testimonials of character or references from previous employers for at least the three years preceding engagement, provided they have been so long employed. Records of such employees on form 01, together with form 02, and copies of testimonials must, immediately on engagement, be sent through the proper officers to this office for approval. Heads of Departments will in all cases take the necessary steps to ascertain that testimonials and credentials presented by applicants are authentic, using form 07 for communicating with outside persons. All forms 02 submitted without having attached thereto form 01 and the required copies of testimonials, or not accompanied by a proper explanation as to why such testimonials have not been obtained, will not be acted upon but will be returned to the official submitting them to have the omission rectified.

Where the employment of additional help is proposed permanently, or for a temporary period, a memorandum should be attached, giving full explanation, and in the case of station staff to include a comparison of the business done for say three months compared with the previous year.

Staff forms for employees taking the place of those on leave of absence, must show whether employee relieved is to be allowed pay.

7. All promotions or changes of position with or without change in salary, must be reported for approval on form 03 to this office.

8. In the case of Enginemen, Trainmen, regular Relieving Despatchers, Relieving Agents and Relieving Operators, it will only be necessary to report changes when transfer is from one General Superintendent's Division to another.

9. No engagement, transfer or promotion will be effective except from day to day until approved by this office, and no definite promise of promotion, or of an increase in the rate of pay, must be made without such approval having first been obtained.

10. In submitting forms for approval of the engagement of employees or change in position of any already in the service, for a temporary period, it must be stated approximately what length of time such engagement or change is intended to cover, and if it be found necessary later to extend such period, another form must be submitted and approval obtained.

11. Advice of all employees resigning or being dismissed from the service, or who may leave the service even for a short period, must be promptly given on form 05, and whenever an employee is discharged for

any cause the form should show the exact reason in brief for such discharge.

12. It will not be necessary for General Superintendents to sign staff forms Nos. 01 to 04 inclusive, nor forms 06 and 07, with the exception of forms 02 and 03 in the following cases:

1. Where an increase of salary is recommended for an employee whose remuneration is not governed by schedule.

2. Where the employment of additional assistance is proposed, but it will not even then be necessary to sign these forms for men whose remuneration is on a train or engine mileage basis.

3. Where they apply to Despatchers, Roadmasters, Yardmasters, Foremen of all kinds, Clerks or employees in similar or superior positions.

General Superintendents will continue to sign forms 05 and 08, except as to forms 08 in the case of Agents and Telegraph Operators, when the signature of the Superintendent will suffice.

In all other cases the signatures of the Superintendents will be sufficient, and the forms mentioned should be sent to this office.

13. Staff forms should as far as possible be made effective from the first day of a month, and should be forwarded to the proper office in ample time for consideration and action before the date upon which they are intended to take effect.

14. Forms proposing an increase of salary with no change in position will be approved to take effect not earlier than the first day of the month following that in which they are received in this office.

15. Certificates of service on form 08 must only be issued by the following officers:

Second Vice-President,
Assistant General Manager,
Assistant to the Second Vice-President,
Assistant Chief Engineer,
Solicitor,
Assistant Freight Traffic Manager,
Assistant Passenger Traffic Manager.
General Passenger Agent,
General Superintendents,
Assistant Superintendent of Motive Power,
Assistant Master Car Builder,
Local Treasurer,
General Superintendent of Telegraphs,
District Superintendent Sleeping, Dining and Parlor Cars,
Manager in Chief of Hotels,
Assistant Purchasing Agent,
General Storekeeper,
Fuel and Tie Agent, Western Lines,
And all other Officers authorized by the President or Second Vice-President,

with the exception that on certificates of service for Agents and Operators. in order that any undue delay may be avoided, the signatures of their Superintendents will be sufficient.

Such certificates must be numbered consecutively by each Department and a copy sent to this office.

An employee must not receive a certificate on being

transferred from one position or Department in the Company's service to another.

A complete record of all certificates issued must be kept by the Department issuing them. The spare stock of forms of certificates of service must be kept under lock and key.

16. An employee who has been dismissed or who has left the service must not be re-employed without the consent of the Head of the Department in which he was previously employed.

17. The Company will not re-employ anyone who leaves the service of his own accord when his services are required.

18. Any person re-employed by the Company must, on re-employment, deliver any certificate previously received by him to the Head of the Department or the officer re-employing him, and such certificate will be retained to be embodied in any future certificate issued, but a copy should be attached to the staff forms submitted for approval.

19. Men over forty years of age seeking employment in the Company's service must not be engaged unless under exceptional circumstances of which an explanation must accompany staff forms when submitted for approval, and such employees must be advised that they cannot become eligible for pension allowance except under special circumstances to be approved by the Pension Committee, and form 01 in such cases should bear an endorsation stating that they have been so advised.

20. It is the desire of the Company to fill vacancies

that may occur in the service by promotion rather than by the employment of outside men. In promotion, preference will be given to those who show by their work that they have a desire to thoroughly acquire a knowledge and understanding of railway work.

21. In the Clerical staff, preference will be shown those who become proficient in shorthand, typewriting and telegraphy.

22. A copy of the President's circular of December 8th, 1902, with regard to the inauguration of the Pension System, together with a copy of the rules and regulations therein referred to, must be furnished to each new employee when engaged.

W. D. Wright

Second Vice-President.

WINNIPEG,
1st November, 1907.