

TRANSPORT WORKERS UNION, LOCAL 106

TRANSIT SUPERVISORS

POLICY & PROCEDURE

July 2, 2012

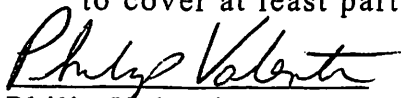
Re: Queens Line Supervisor Overtime Coverage

Effective August 1, 2012 overtime in the Queens Division will be covered in the manner as stated herein. All other overtime coverage practices that have existed before this date will be replaced with this policy.

1. An overtime tally sheet will be posted and *monitored* in each depot by the shop steward. It is ultimately everyone's individual responsibility to make sure that when you work overtime you add your hours to the overtime tally sheet.
2. The list of overtime hours-accrued will last three (3) months, and reset to zero (0): January 1st, April 1st, July 1st, and October 1st.
3. All overtime including setup and close out time will be added to the tally sheet.
4. When adding your hours to the overtime tally sheet, you will add the time at the straight time rate.
5. Overtime will always be assigned to the foreman with the least amount of hours.
6. Each depot will have an overtime sign up book. If you want to work overtime, you must put your name and your request in the overtime sign up book. All foremen that are requesting overtime must have their current phone numbers listed in the overtime sign up book.
7. If you put your name in the overtime book and you are assigned overtime or you are called in to cover overtime and you refuse, you will be charged eight (8) hours as if you had worked. To avoid being charged for overtime you do not want to work, be specific when making your request. If you do not want to work a hawk then that should be stated in your request. If you just write your name in the book that implies you are willing to work anything and you will be assigned anything.
8. If two foremen are in the overtime sign up book and tied with hours, then the piece will go to the foreman with the most seniority.
9. If you do not have a relief for any reason, *you are not entitled to just stay and work the next tour*. You are to refer to the overtime sign up book and call in the person in the book with the least amount of hours on the tally sheet.

Overtime Coverage Policy

10. If you do not have a relief and no one is signed up in the overtime book, then you must stay. Even if you are working with someone who has less seniority than you (A line foremen relieve A Line and SO foremen relieve SO) you may call someone in to work if you like but if you cannot find anyone to work you must stay.
11. If you do not have a relief and you only work part of the tour, you will only be charged with the part that you actually worked. The person working the other part of the tour will also be charged only for what they actually worked.
12. For foremen working the hawk; the person that ran the floor all night gets relieved by the incoming A line foreman and the back desk foreman is relieved by the incoming SO foreman.
13. When there is a third foreman on the property being utilized as an assist to the A line, that foreman will have to stay and cover an absence for the next shift in either the A line or SO if the foreman that is suppose to be relieved has already worked a double (sixteen consecutive hours) prior to the next shift and there are no volunteers to work overtime in the overtime book. If there are two foremen on the property, and the same scenario arises, the foreman that has only worked one shift (eight hours) will have to stay and cover the A line or the SO.
14. All options must be exhausted to avoid having a foreman work three shifts (twenty four, hours) straight.
15. Whenever there is only one foreman on the property and there is an absence in the next shift that requires two foremen, that foreman will be required to stay, unless you can find coverage using the rules as stated in this policy.
16. At each general pick there will be a CRS overtime coverage signup sheet. Any foreman that wants to work the CRS trick on overtime will put their name on the CRS overtime coverage sheet. When the CRS trick is open, the Division Chairman will check the overtime tally sheet in each depot, and the CRS trick will be assigned to the foreman with the least amount of hours.
17. If the fuel station is open, the foreman in the overtime sign up book with the least amount of overtime hours on the overtime tally sheet will cover the fuel station. If no one is signed up for overtime and there aren't any volunteers to work the fuel station, the foreman on the property with the least amount of seniority will have to stay to cover at least part of the fuel station.



Philip Valenti
Queens Division Chairman