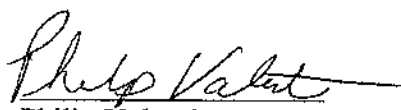


Transit Supervisors Organization-Local 106 Queens Division Transportation Overtime Request Policy & Procedure

July 23, 2018

The following policy and procedure is being issued to clarify how overtime in the Queens Transportation Division is requested. This policy applies to all overtime work including Subway Shuttles.

1. Requests for overtime must be stated specifically in the book. Simply putting your name in the book means nothing and you will not be entitled to or assigned any overtime.
2. **Examples of overtime requests after your name;** Hawk in, Hawk out, Am in, Am out, PM in, PM out, No hawk, No Car, No Am, No Pm, No Shuttle.
3. Requests for overtime are to be made in the order of what you want first. E.g. AM N Shuttle, AM In, PM Shuttle, PM In. In this case, you would be assigned the AM N Shuttle. ***Make sure you specify if you want to work a full piece, an extra piece or both.***
4. If you simply request AM out as a choice you will be given regular outside Depot work first and Shuttle work second, with the earliest reporting trick being assigned first up until 12 noon. If there is no AM work you will not be assigned anything.
5. Requesting earliest clear means just that and you will be given a Hawk first, AM second and so on. *This rule does not apply to the Extra List. The Extra List will be given the Hawk last if choices were not left.*
6. If you request ANY you will get anything that is open inside first, outside second with the Hawk being the first tour.


Philip Valenti
Chairperson