

# Transport Workers Union Local 106

## *Transit Supervisors – Queens Division*

### Policy & Procedure

**\*RE-ISSUED\*** July 21, 2016

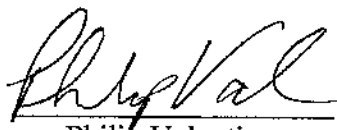
#### **Re: Queens Division Transportation Overtime Distribution.**

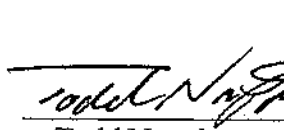
*The following policy is being issued to clarify how overtime in the Queens Division Transportation will be distributed. This policy applies to all overtime work (including Subway Shuttles), and seeks to ensure the fair and equitable distribution of overtime.*

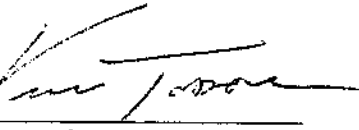
- Overtime work will be assigned to the dispatcher with the lowest overtime hours. If two or more dispatchers have the same number of hours, then seniority will decide the order in which the overtime is assigned.
- The list of overtime hours-accrued will last two (2) months, and reset to zero (0): January 1<sup>st</sup>, March 1<sup>st</sup>, May 1<sup>st</sup>, July 1<sup>st</sup>, September 1<sup>st</sup> and November 1<sup>st</sup>.
- It is the ultimate responsibility of each individual dispatcher to make sure their total overtime hours are correct before putting in for overtime. The General Dispatcher shall log the overtime hours for the next day's assigned overtime. Any dispatcher assigned overtime when the list is posted and refuses the overtime will be **charged the hours**, regardless of whether you work or not (you will not be charged for overtime if you are sick, AVA or VAD). It is the responsibility of each dispatcher to log their overtime hours for any extended tours and/or overtime assigned after list in a timely manner. ***The latest overtime worked can be reported is 1300 hrs. of the day following the overtime worked.*** Overtime hours accrued shall consist of all overtime worked whether taken in cash or as "OTO" hours. The only exceptions are the 30-minute lost meal payment, TORTS, and "OTO" hours accrued from staff meetings or instructions.
- Any dispatcher getting a "CDO" or "COA" for personal business falls behind everyone for overtime. You will not be penalized for overtime if you are sick, or if you were forced into a CDO/COA due to instructions, court, jury, meetings, etc.

(over)

- All dispatchers requesting to be assigned overtime for the next day must do so by 1300 hrs. in the overtime book. At 1300 hrs. the General Dispatcher will **RED LINE** this list. Only those above the red line will be assigned overtime. Any work that opens up, and is available for overtime, after the next day's assignments are posted at 1300 hrs. shall be considered **after list work**. The red line in the overtime book does not apply to after-list work. After list work will be offered to the dispatcher with the least hours among all the dispatchers requesting overtime. Dispatchers refusing after list work will not be charged any hours. Any dispatchers accepting after-list work will be charged for the hours regardless of whether you work or not (you will not be charged for overtime if you are sick, AVA, VAD or OTO).
- In all cases, overtime will be given to the dispatcher with the lesser total hours (ties settled by seniority). Being on the property infers no rights, nor reservation for overtime.
- Dispatchers requesting to work an x-piece must note "XP" in their request, "D/U" or "ANY" shall imply a request for an eight-hour piece or more than one x-piece or combination in one day. Dispatchers may be given more than one (1) overtime piece as long as his/her total overtime hours allow, with the exception that no one shall work 24 hours consecutively. Dispatchers who wish to work more than one (1) piece of overtime must indicate so when making their overtime request.
- Every attempt will be made to cover a full piece before an overtime piece would be split. If a whole piece cannot be covered it should be signed up to the dispatcher that can work most of the trick.
- Any dispatcher not adhering to this overtime policy may be brought up on charges before the union's Executive Council in accordance with our Constitution and by-laws.

  
Philip Valenti  
Chairperson

  
Todd Napoletano  
Vice Chairperson

  
Vincent Tossone  
Recording Secretary