

# Memorandum



**Metropolitan Transportation Authority**

State of New York

**Date** August 17, 2023

**To** All Employees

**From** Diane Ariano, Chief Officer Resource Management *D. Ariano*

**Re** **2023 Mandated Annual Compliance Training – Supervisory & Hourly Employees – Off-Site Training**

Beginning August 14<sup>th</sup>, Buses Supervisory and Hourly employees will be able to access the training on their own time, off site, on non-MTA computers *through* December 1<sup>st</sup>.

To qualify for overtime compensation, *eligible* supervisory and hourly employees must *successfully complete all* required 2023 mandated training courses in which they have been enrolled.

Following successful completion of **all** 2023 mandated training, the employee may be required to submit a completion form to generate overtime payment. Overtime will not be paid until all required training has been successfully completed. Please note the Mandated Training Job Code to be used is 08866.

Eligibility criteria for supervisory and hourly employees to complete 2023 mandated training offsite and earn overtime is as follows:

- Employee must be in an active status.
- Employee may not be out sick, IOD, suspended, or on leave without pay.
- Employee must complete their module(s) in compliance with the 8-hr. rule.
- Employees must successfully complete their module(s) on their own time.
- Employees must successfully complete their module(s) from a non-MTA computer via the Self Service BSC portal at [HTTP://www.mymta.info](http://www.mymta.info)

To access courses, it is recommended that Chrome, Edge, and Firefox be used with a desktop or laptop computer, please do not select the Internet Explorer browser (Please note that Apple devices, tablets, and mobile devices cannot be used for this training.)

Employees can email questions to the General Superintendent Support Services at your work location.

**Supervisory employees – Dispatchers and Line Supervisors:**

2023 Mandated Training includes:

	<b>Course Name</b>	<b>Course Code</b>	<b>Dispatchers</b>	<b>Line Supervisors</b>
1	NYS Internal Controls	MNDTRN019	16	16
2	Prevention of Workplace Violence- NYCT	MNDTRN025	46	46
3	Information and Cyber Security Awareness	MNDTRN030	63	63
4	Assignment and Use of Official Vehicles Policy	HDQMGT0108	44	44
5	MTA Accessibility and Customer Service	MNDTRN033	33	33
<b>TOTAL Hours/Minutes per Employee</b>			<b>202</b>	<b>202</b>
<b>TOTAL Hours/Minutes with Bonus</b>			<b>5:03</b>	<b>5:03</b>

**Hourly employees – Transportation and Maintenance hourly:**

2023 Mandated Training includes:

	<b>Course Name</b>	<b>Course Code</b>	<b>Course Duration</b>	<b>Transportation Hourly</b>	<b>Maintenance Hourly</b>
1	NYS Internal Controls	MNDTRN019	16	16	16
2	Prevention of Workplace Violence- NYCT	MNDTRN025	46	46	46
3	Information and Cyber Security Awareness	MNDTRN030	63	<i>Based on Enrollment</i>	<i>Based on Enrollment</i>
4	Assignment and Use of Official Vehicles Policy	HDQMGT0108	44	<i>Based on Enrollment</i>	<i>Based on Enrollment</i>
5	MTA Accessibility and Customer Service	MNDTRN033	33	33	33
<b>** TOTAL Hours/Minutes per Employee</b>				<b>95</b>	<b>95</b>
<b>** TOTAL Hours/Minutes with Bonus</b>				<b>2:22</b>	<b>2:22</b>

***\*\* Overtime compensation can vary depending on each employee's training requirement for the year. Therefore, the minutes for the courses that are based on enrollment as described above are not included in the TOTAL hours/minutes.***

**Hourly employees who fail to complete ALL required 2023 mandated training off site within the prescribed time will be scheduled to complete training on site; there is no guarantee that overtime will be paid for training completed on site.**