

Memorandum



New York City Transit

Date: February 10, 2021

To: All Concerned

From: Labor Planning, Picks & Bids, MOW, Subways

Re: 2021 Structure & Lighting Maintainer Pick.

The 2021 Structure & Lighting Maintainer pick will be held by telephone beginning February, 23 2021 at 8AM. Due to the Covid-19, this telephone pick is not precedent setting. Employees should have several selections ready to ensure picks go in a timely fashion. When selecting a position, employees must provide the job number for the position they are selecting. The Pick schedule and absentee selection sheet is attached with this package. Employees working the day tour will be given ample time prior to their designated pick call in time to make their selection.

The phone number is as follows: **718-694-1199 & 718-694-1208.**

- Employees will be asked to Verify their name, pass number and seniority. (BSC can be given also) in order to pick a position.
- When selecting a position, employees should provide the job number for the position they are selecting, the details of the job will be confirmed with the employee during the telephone conversation.
- Employees must call at their designated time, any employee who fails to call, will lose his/her opportunity to pick and will be assigned to the assignment they held prior. If this job is not vacant, they will be assigned to a job consistent with their pick seniority and the remaining unfilled positions.
- CDL positions - employees wishing to pick a CDL job may submit their license/permit prior to pick start to have the license/permit validated. E-mail to Cynthia.Boney@NYCT.com or Mohamed.Bacchus@NYCT.com. If you are providing your license number at the time of the pick, it will be assumed that you have a valid CDL Permit or License. Your credentials will be verified after pick completion. If there are discrepancy, you will be reassigned.
- Remaining CDL positions, selected by unqualified Junior employees (no CDL Permit or License) will become 'X' positions and will be placed out to bid, open to all, 60 days after changeover. Individuals must provide CDL Permit or License in order to get the job on the bid.
- Selections may be sent in Via e-mail prior to the employees pick time.
- Once a job selection has been verified with the employee, there will be no changes to the picked assignment.
- For phone assistance only, call **718-694-3407**. Employees can call 10 minutes prior to pick time This number is not to make a pick selection.

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- Employees with no access to computers or who may need assistance, may go to the Union Hall located 195 Montague Street Brooklyn NY 3rd Floor, during pick hours and days.
- KEZAVA:
 - Employees will have the ability to view available and picked jobs via the Kezava link. Employees will not be using the system to enter their pick selection. Employees will call the pick phone number and provide the job number from the posted pick book and the pick staff will verify the job is vacant. The pick staff will enter the pick selection into the Kezava system.

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ABSENTEE PICK SELECTION SHEET

E-mail copy to: Cynthia.Boney@NYCT.com or Mohamed.Bacchus@NYCT.com

You may also give your selection to your TWU Representative on your behalf.

SENIORITY # _____

BSC# _____

NAME _____

PASS # _____

Selection Order	Sheet #	Location	Job#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

EMPLOYEE SIGNATURE _____

DATE _____

CELL# _____