



RTO BULLETIN

April 9, 2010

In Notice 20-10, the Transit Authority lays out the rules governing OTO (Overtime Offset) in RTO.

Here's what you need to know:

- Starting April 4, 2010, you can choose to bank your overtime instead of being paid for it.
- You can bank up to 72 hours, but as you use the time, you can save more hours until you reach the maximum 72 again.
- When you bank OT, you are credited with the hours worked plus the bonus. In other words, if you work an RDO for 8 hours, you can bank 12 hours (8+4).
- If your OT is less than 2 hours, and you choose to bank it, you have to bank the entire amount. If it is 2 hours or greater, you can choose to save a portion of it and be paid a portion.
- A new Exception Claim Form is being issued which will have a box to check if you want to bank your OT and a place to indicate if you want to bank a portion and be paid a portion.
- You cannot bank No Lunches, time for breaking in students, or your scheduled penalty time on your run. You can bank early reports, RDOs, late clears.
- When you use the time, you must take a full day and you will be paid 8 hours for the day (the same as if you used an AVA). Available time off will come from the same pool, using the same quotas as AVAs, PLDs and single vacation days. The Crew Office must approve the time off.
- Any OTO time you don't use by Dec. 31 will be paid in a lump sum in January. This payment is fully pensionable. You may cash out OTO during the calendar year by submitting a request to Timekeeping.

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