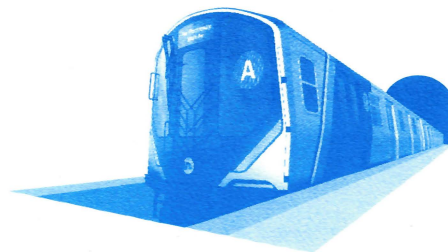


# BULLETIN



BULLETIN NO.: 75-23 (Supersedes Bulletin No.: 64-23)

May 1, 2023

TO: ALL EMPLOYEES

SUBJECT: SAFETY RULE DISPUTE RESOLUTION FORM

All Service Delivery supervisors are reminded to utilize the *Safety Rule Dispute Resolution Form* when **an hourly TWU-Local 100 represented employee or group of TWU-Local 100 employees** assert that they have been directed by a supervisor to violate a departmental or NYCT safety rule or law.

**Forms can be obtained under Commodity Number 58-12-0075. Please continue to use the current form and forward to the updated emails below until the new version is available.**

These forms **must** be made available *from the supervisor* at the work location to any TWU-represented employee who wishes to raise such an allegation. Only work relating to the allegation shall stop until the dispute resolution process is completed. All work not related to the allegation shall continue.

*All written information should be as specific as possible.* Refer to the attached sample of the form and instructions. Below is a summary of how the form must be utilized.

## Section 1

- ✓ The employee who makes the allegation will complete this section. If a group of employees are asserting a violation, one employee shall complete the form on behalf of the group.
- ✓ The information must be as specific as possible to properly resolve the issue.
- ✓ After completing this section, the employee must give it to the supervisor identified on the form.

## Section 2

- ✓ The supervisor and the employee must discuss the issue and the applicable rules.
- ✓ The supervisor will complete this section noting their explanation and/or actions, and if the employee agreed or disagreed. If agreement is reached work may resume.
- ✓ If the employee disagreed, the supervisor must note the disagreement. The concern must then be raised immediately to a manager (superintendent).
- ✓ Each employee will sign their names noting the time and date.

BULLETIN NO.: 75-23 (Supersedes Bulletin No.: 64-23)

Page 1 of 3

**Section 3**

- ✓ The manager **must** be contacted if the employee disagrees with the supervisor's explanations/actions.
- ✓ The manager **must** notify the Operations Control Center (OCC) and advise them to notify **TWU at (347) 916-0579** immediately and proceed to interview the supervisor and employee, and render a decision in the matter. The interview may be conducted by telephone. If the issue is resolved, the manager must complete this section by the end of the shift.
- ✓ If the issue cannot be resolved by telephone, the manager **must** report to the location and complete this section immediately after rendering a decision.
- ✓ The decision of the manager is final and binding on both parties.
- ✓ The manager will direct the employee(s) back to work.

**Section 4 (Distribution)**

- ✓ The **white copy** is the supervisor/manager copy. This copy **must** be distributed via fax or email as follows:

**Division Head:**

**Car Equipment:** *Siu Ko*, Vice President & Chief Mechanical Officer

- Interoffice mail to 130 Livingston Street, Room 2015
- Fax to (718) 694-5353
- Emergency Response fax: 212-712-4752 / 4128

**Electronics Maintenance:** *Robert Moakler*, Chief Officer

- Email to [Robert.Moakler@nyct.com](mailto:Robert.Moakler@nyct.com)
- Email to [Mahendra.Singh@nyct.com](mailto:Mahendra.Singh@nyct.com)

**Elevators and Escalators:** *Stephen Carson*, Chief Officer

- Email to [Falguni.Patel@nyct.com](mailto:Falguni.Patel@nyct.com)
- Email to [Damion.Thomas@nyct.com](mailto:Damion.Thomas@nyct.com)
- Email to [Kenson.Thomas@nyct.com](mailto:Kenson.Thomas@nyct.com)

**Maintenance of Way** (Electrical, Track, Infrastructure, Engineering): *Dominick Gallo*, Vice President & Chief Maintenance Officer

- Interoffice mail to 130 Livingston Street, Room 9061
- Email to [Dominick.Gallo@nyct.com](mailto:Dominick.Gallo@nyct.com)

**Facilities** (Station Maintenance, Facilities Operations, & Facilities Project Management): *David Soliman*, Vice President

- Email to [David.Soliman@nyct.com](mailto:David.Soliman@nyct.com) and
- Interoffice mail to 2 Broadway, D29.02

**Station Environment** (Districts, Specialized Cleaning Unit): *Sheila Hutson*, Vice President & Chief Station Officer

- Interoffice mail to 2 Broadway, D11.125
- Email to [Sheila.Hutson@nyct.com](mailto:Sheila.Hutson@nyct.com)
- Email to [Majella.Payne@nyct.com](mailto:Majella.Payne@nyct.com)

**Service Delivery:** *Herbert Lambert*, Vice President & Chief Officer

- Email to [Herbert.Lambert@nyct.com](mailto:Herbert.Lambert@nyct.com)
- Email to [Antonio.Sieunarine@nyct.com](mailto:Antonio.Sieunarine@nyct.com)

**Division Safety Office (DOS Safety):**

- Interoffice mail to 130 Livingston Street, Room 7048
- Email to [DOSSafety@nyct.com](mailto:DOSSafety@nyct.com)

**Office of System Safety (OSS):**

- Email to [SRDRForm.OSSMailbox@nyct.com](mailto:SRDRForm.OSSMailbox@nyct.com)
- Email to [Charlene.Calhoun@nyct.com](mailto:Charlene.Calhoun@nyct.com)

**TWU:**

- Email to [Safety.Hotline@twulocal100.org](mailto:Safety.Hotline@twulocal100.org)

✓ The **pink copy** is the employee copy.

**NOTE:** A Divisional Review Panel convenes quarterly, chaired by the division heads, with representation from OSS to review the forms. Reports will be provided to the Subways Senior Vice President and Executive Vice Presidents and the OSS Vice President.

Line Managers and Train Service Supervisors must monitor for strict compliance with this directive.



Paul J. McPhee  
Chief Officer, Field Operations  
Service Delivery

**“EVERY SECOND COUNTS”**

# SAFETY RULE DISPUTE RESOLUTION FORM

## DEPARTMENT OF SUBWAYS

This section is for the employee who is alleging a violation of a departmental or applicable NYC Transit-wide safety rule or a section of an applicable law.

An employee or group of employees directed by supervision to violate a departmental or applicable NYC Transit-wide safety rule or applicable law can utilize the following procedure in order to have the situation immediately reviewed by a supervisor and manager, if necessary.

If a manager is present when the issue is raised, the alleged violation need only be reviewed by the manager.

This procedure does not supersede or replace the provisions of the Collective Bargaining Agreement.

Employee Name	
Title	Pass #
Dept/Division	
Supervisor	Pass #
Date	Time
Task Being Performed	
Location	

1. In this section the employee must specifically describe the alleged violation. Indicate or describe the rule or standard being violated.

---

---

---

---

---

---

---

---

---

---

Time: \_\_\_\_ a.m. \_\_\_\_ p.m.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature (required)

2. In this section the supervisor at the location must indicate what actions he/she took regarding the concerns that the employee has indicated. If the employee does not agree with the explanation or action, indicate what the disagreement is and refer the matter to a manager who must notify his/her divisional Control Center and advise them to immediately notify the TWU of the issue (347-916-0579). If there is no divisional Control Center the manager must notify the TWU. The manager must immediately review the matter.

---

---

---

Employee Agree ☐ Disagree ☐

Employee Signature

Time \_\_\_\_ a.m. \_\_\_\_ p.m.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Signature (required)

3. In this section a manager from the division must indicate what actions he/she took regarding the concerns that the employee indicated above. Upon explaining to the employees what changes will be made at the work site or that the challenge is not valid, the manager will direct the employee back to work. If the employee/gang refuses the manager's decision, appropriate action may be taken against the employee(s). If the supervisor/manager fails to correct a valid safety condition, appropriate action will be taken against the supervisor/manager.

---

---

---

---

Time \_\_\_\_ a.m. \_\_\_\_ p.m.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Signature (required) Print Name/Pass Number

Forward completed forms to the division head,  
Office of System Safety ([SRDRForm.OSSMailbox@nyct.com](mailto:SRDRForm.OSSMailbox@nyct.com)), Department of Subways ([DOSSafety@nyct.com](mailto:DOSSafety@nyct.com))  
and TWU Director of Safety and Health ([Safety.Hotline@twulocal.org](mailto:Safety.Hotline@twulocal.org))