

POST ON ALL BULLETIN BOARDS
NEW YORK CITY TRANSIT
DEPARTMENT OF SUBWAYS
OFFICE OF THE SENIOR VICE PRESIDENT

DATE: April 28, 2023
TO: All DOS Employees
FROM: *William Amarosa*
William Amarosa, Vice President & Chief Officer, Operations Support
SUBJECT: SUBWAYS BULLETIN 23-15A (Revised)
SAFETY RULE DISPUTE RESOLUTION FORM

(Supersedes Subways Bulletin 22-09)

All DOS 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 his/her 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.

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Section 3

- ✓ The manager must be contacted if the employee disagrees with the supervisor's explanations/actions.
- ✓ The manager must notify his/her division Control Center and advise them to notify the **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
- Email to: Mahendra.Singh@nyct.com

Elevators and Escalators: *Stephen Carson*, Chief Officer

- Email to: Falguni.Patel@nyct.com
- Email to: Damion.Thomas@nyct.com
- Email to: Kenson.Thomas@nyct.com

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

- Interoffice mail to: 130 Livingston Plaza, Room 9061
- Email to: Dominick.Gallo@nyct.com

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

- Email to: David.Soliman@nyct.com and
- Interoffice mail to: 2 Broadway, D29.02

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

- Interoffice Mail: 2 Broadway, D11.125
- Email to: Sheila.Hutson@nyct.com
- Email to: Majella.Payne@nyct.com

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

- Email to: Herbert.Lambert@nyct.com
- Email to: Antonio.Sieunarine@nyct.com
- Email to: Tanya.Adams@nyct.com

Division Safety Office (DOS Safety):

- Interoffice Mail: 130 Livingston Street, Room 7048
- Email to: DOSSafety@nyct.com

Office of System Safety (OSS):

- Email to: SRDRForm.OSSMailbox@nyct.com
- Email to: Charlene.Calhoun@nyct.com

TWU:

- Email to: Safety.Hotline@twulocal100.org

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

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.

Ensure this bulletin is discussed by supervisors with all hourly employees during safety/toolbox talks.

Attachment

cc:	D. Crichlow	T. Doddo	R. Davis (TWU)
	M. Lali	C. Hamann	M. Carrube (SSSA)
	J. Compton	D. Gallo	P. Valenti (TSO)
	D. Soliman	T. Mulligan	M. Bucceri (UTLO)
	S. Hutson	P. Kohner	
	S.Ko	L. Schreibman	
	B. Thomas	T. Calandrella	
	H. Lambert		