THE NEW RTO



EDUCATION
TRANSPARENCY
KNOWLEDGE IS POWER
MEMBERSHIP INVOLVEMENT

STAY INFORMED JOIN
THE UNION EMAIL LIST
SCAN THE QR CODE



BID SHEETS
CALL SHEETS
UNION EVENTS
UNION UPDATES
WORK PROGRAMS
BULLETINS AND NOTICES

T<mark>WU</mark> LOCAL 100 195 Montague Street Brooklyn, ny 11201









President of Transport Workers Union Local 100

Richard Davis is President of Transport Workers Union Local 100, the flagship local of The Transport Workers Union of America.

TWU Local 100, which is headquartered in downtown Brooklyn, includes the approximately 42,000 men and women who operate and maintain the Metropolitan Transportation Authority bus and subway system in NYC - the largest mass transit system in North America. TWU Local 100 also represents more than 4000 additional workers employed in the private bus, school bus and tourism industries.

TWU Local 100 leadership and membership continuously advocate for safe working conditions and have braved the toughest battles including but not limited to, Super Storm sandy, the 9/11 terrorist attacks and Covid. Covid claimed the innocent lives of more than 110 of our union brothers and sisters and transit workers continue to suffer from health conditions caused from being essential, front -line workers.

Transit workers are resilient, diligent and deserve respect! As President of TWU Local 100, it is Richards Davis' goal to continuously build on the foundation and vision that illuminates a union with a strong focus on the traditions and the pride of being Member Built, Member Strong and Member Driven!

Davis was hired as a Bus
Operator in the MTA's NYC
Transit Division in 1996 when he
was 26 years old. Working out of
the Mother Clara Hale Bus Depot
in Manhattan, Davis became
actively involved in the union
because he wanted to be a
positive force for change on
behalf of his union brothers and
sisters.

Throughout his career, Davis has focused on building strong organizational structures, training and educating younger workers to be effective union representatives, increasing the number of women in union leadership positions, addressing safety and quality of life issues and securing better wages and benefits for the membership.

Davis' first elected office was Chief Line Steward at the Mother Clara Depot. Rising through the ranks over the years, he served in numerous capacities, including Staff Representative, MaBSTOA Division 1 Chair and MaBSTOA Department Vice President.

The TWU Local 100 Executive Board elevated Richard Davis to the Secretary-Treasurer post in May 2022. The board then promoted Davis to the Presidency in December 2022, when President Tony Utano stepped down.

Born in Guyana, Davis emigrated with his family at a young age. he is a second-generation TWU Local 100 member and transit worker. his father worked as a mechanic at the Jackie Gleason Bus depot in Brooklyn.



Rapid Transit Operations

Contact Informaton



Canella Gomez, Vice President

212.873.6000 ext. 2121

Cell: 718.724.9852



Train Operator Division

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B Division Vice Chair
RTO Safety Officer

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Robert Taylor Recording Secretary Train Operator Grievances 347.618.1605

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Scan QR code to view full contact list online.

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TWU RTO REPS

Train Operator Division

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TWU Local 100 Union Hall

195 Montague Street 3rd Floor Brooklyn, NY 11201 Office: 212.873.6000 Fax: 212.245.4102

130 Livingston St. 5th Floor Brooklyn, NY 11201

Probationary Employees, Workers Compensation, FMLA, Employee Availability, Timekeeping & Picks Office: 718.694.4168/5827 Fax: 718.694-3289/4586

2 Broadway, 1st Floor New York, NY 10004

Disciplinary Appeals, Grievances, Arrests, Restoration to Service, Sabbath Observance Office: 646.252.2925/2996/5549

Fax: 646.252.5619

IF MANAGEMENT CALLS YOU INTO A MEETING – PROTECT YOUR JOB AT ALL TIMES!



You Should Say:

"If this discussion could in any way lead to being disciplined or terminated, I respectfully request to speak to a Local 100 Representative before I make a statement."

RTO Union Representation Monday-Friday, 8am-5pm

130 Livingston Street 2 Broadway
Office: (718) 694-4168, 5827 2996, 5549
Fax: (718) 694-3289 Fax: (646) 252-5619

All Other Times

Rail Control Center Communications Desk (ask for the Local 100 representative on duty) (212) 712-4480



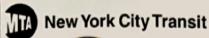
Although we like to believe that our conversations with supervisors and managers are "off the record", or we are speaking with someone we believe is a "friend"— that is not necessarily the case. Supervisors and managers are obligated to New York City Transit to report what you tell them.

You should always consult with your union representative for any written reports, questions, or interviews with management. After an incident, call your union rep as soon as possible. What you say to management can be used against you.

You have a right to union representation — Don't get caught without it.

Be Informed, Be Protected







(SAMPLE G2)

CORRESPONDENCE SHEET

THE CHANGE		⊠AM 2020			
From John/Jane Doe	T/O-C/R-Tower	00001 Pass Number			
Line 1 or A Time 10:	Day	2/29/20 Minutes Detention			
To: Supt. Black					
Subject Write/type what has taken place					
Subject					
Job #:	Interval #:	Operating Position #:			
* Make sure all marked/highlighted sections are properly filled out *					
* Here are some questions you should ask yourself *					
Have I reached out to the Union Rep on duty, before making a verbal or written statement?					
Will this statement be used against me?					
How can I keep this statement short and simple?					
Do I need to fill out an "Exception Claim Form"?					
* Things you SHOULD know before submitting your G-2 *					
It is crucial to speak to an active Union Representative.					
Please ki	now RTO has 24-hour l	Union coverage.			
Make sure that you proof read your statement.					
Do not leave any lines open or available for anything to be added to your G-2.					
Always request a copy of your statement.					
It is essential to include the Union Rep. that you've spoken to on your G-2.					
	17				





WHAT IS REALLY GOING ON AT 2 BROADWAY B Division Vice Chair

Having to answer a DAN or being called down to the Office of Labor Relations at 2 Broadway can be nerve racking. So many questions are asked, and indirect answers are sometimes given by supervisors or managers.

For answering a DAN, Labor Relations is open Monday Tuesday Wednesday and Friday from 8-4 and Thursdays 8-7. You can answer your DAN before your tour or after and on your RDO's. Always contact a union representative for any exceptions.

For members who are incident tested, or removed from service you must report to Labor Relations to get your time restored. After reporting, there will

be a union representative there to assist you. Please be advised your case is confidential to YOU and you only. The case will not be discussed over the phone, only in person when you report. Go over your case with the union representative thoroughly.

Take your time and make a decision for YOURSELF. This is a process, and nothing will be rushed. Options will be given on every single case. Don't make a hasty decision regarding discipline.



Aaron Morrision speaks to Aaron Echevarria who came to 2 Broadway to answer a DAN



Aaron Morrision speaks to Eric Delgado who chronicales his experience at 2 Broadway and the Union's role in the outcome

Help! I just received a DAN, What are my next steps?

Signing Dan Notification
Section 2.1 C (12) states "An employee's refusal to acknowledge receipt in writing shall be cause for further disciplinary action" Signing for a DAN does NOT mean you agree to the charges, you are only signing that you were notified. Sign the notification and employee appeal lines. Note, the appeal must be signed within 5 days or the recommended penalty will be automatically implemented. Also when receiving the DAN make sure the supervisor gives you a signed copy.

2 Broadway Meeting with your Union Rep.
Bring all necessary paperwork with you and the signed copy of the DAN. Phone records, proof of lateness or unforeseen emergency, G2's etc. of what you are appealing. Your representative will have a copy of your DAN packet ready for your review. Please thoroughly review your DAN with your representative and ask questions.

Settlement
There are 3 steps to the disciplinary process. Step 1, Step 2 and then arbitration. Step 1 and Step 2 are with your representative and supervision. An offer of settlement will be presented to you, make sure you discuss the offer with your representative. Review your DAN history and all options.

Investigations
There are times when a supervisor or manager may attempt to question you in regards to an incident that has occurred. Respectfully request for a union rep to be present, do not refuse to cooperate with the investigation instead ask to speak to your union representative.

Arbitration
If there is no resolution at Step 1 or 2
Step then your case will be scheduled
for arbitration. You will receive a letter from the
Unions Grievance and Discipline Department
reminding you of your hearing date and to
prepare your case with a union attorney. Transit
controls the scheduling for hearing dates.
Depending on the severity of the case will
determine if its scheduled immediately.
Example if your are (PDS) Pre disciplinary
suspended your case is scheduled faster than a
case with a recommended penalty of 10 days.

What you say can be used against you. Keep all answers brief do not volunteer information.

Answer only the questions that are asked of you. If you are unsure it's ok to say 'I don't recall" or "Please repeat the question" if you do not understand.

Submit any G2's without speaking to a union representative FIRST. G2's are legal documents and are not an admission of guilt but a written account of what happened. These G2's if not written properly can result in disciplinary actions against you.

Union Representatives

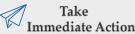
Train Operator Chair
Jonluke Rodriguez
718-753-3922
Jonluke.Rodriguez@twulocal100.org

Train Operator Vice Chair Aaron Morrison 718-807-6934 AMorrison@twulocal100.org Conductor/ Towers Chair Jesse Argueta 718-753-4958 JArgueta@twulocal100.org

Conductor Vice Chair Kenneth Rivera 718-755-2354 KRivera@twulocal100.org 2 Broadway, 1st Floor New York, 10004
Disciplinary Appeals, Grievances,
Arrests, Restoration to Service,
Sabbath Observance
Restoration to Service,
Sabbath Observance

Office: 646-252-2925/2996/5549 Fax: 646-252-5619





In the event of a time cut, it's vital to calmly evaluate whether it's justified or an abuse of managerial authority. If the reduction seems unfair, refrain from immediate acceptance, as you have the right to contest decisions affecting your livelihood.



Contact the Union

Contact your union representative promptly for support and advocacy during such situations. Their expertise ensures you receive guidance, representation, and resources to effectively address the issue of the time



Unity & Solidarity

In times of challenge, workers must stand together in unwavering solidarity, refusing to depart until meeting with the union representative. United, we convey a resolute message of collective strength and defiance against injustice, safeguarding our rights and empowering every worker in the struggle.

Lead By Example...

In the fight against unjust time cuts, workers must resist complacency and take immediate action. Contacting union representatives is essential to ensure expert guidance, negotiation power, and protection from exploitation. Unity among workers strengthens their collective bargaining position and reinforces their rights. By standing together and refusing to accept unfair treatment, employees contribute to a broader movement for workplace fairness and dignity.

CALL AND ASK FOR THE ON THE DUTY REP. IMMEDIATELY.

212-712-4480

Why It's Important to Contact the Union:

- Union representatives possess knowledge of rules and procedure and can offer expert guidance on your rights when facing a time cut.
- By involving the union, you increase your chances of achieving a fair resolution.
- Contacting the union helps safeguard against potential exploitation and abuse of power by employers. Union representation ensures that your interests are defended and that you are treated fairly.
- Your union is your advocate in the workplace. By reaching out to them, you uphold your right to fair treatment and ensure that any grievances you have are addressed promptly and effectively.

A message from your leadership: Canella Gomez, Vice President Jesse Argueta, Conductor / Tower Chair Jonluke Rodriguez, Train Operator Chair







TWU Union Assistance Program (UAP)
519 EIGHTH AVENUE, NYC
BETWEEN 35TH & 36TH STREETS

COMPLETELY CONFIDENTIAL



Substance Abuse
Alcoholism
DWI
Financial Trouble
Stress
Gambling
Family Crises

Depression

IT'S CONFIDENTIAL, VOLUNTARY AND NON-DISCIPLINARY

212-736-3579

COME TO US BEFORE YOU FAIL AN MTA DRUG/ALCOHOL TEST

Another CONFIDENTIAL Resource for Transit Families MTA's Office of the Chaplains 347-643-7380



TRAIN OPERATOR



CHAIR







195 MONTAGUE STREET 3RD FLOOR BROOKLYN, NY 11201

(212) 873-6000 TWULOCAL100.ORG

KNOWLEDGE IS POWER GET INVOLVED

17 JAN

WEDNESDAY

17JAN

WEDNESDAY

21 FEB

WEDNESDAY

21 FEB

WEDNESDAY 106:00 PM

20 MAR

WEDNESDAY I 10:00 AM

20 MAR WEDNESDAY 1 06:00 PM

17 APR

WEDNESDAY I 10:00 AM

17 APR

WEDNESDAY 106:00 PM 15 MAY

WEDNESDAY

15 MAY

WEDNESDAY 106:00 PM

19

WEDNESDAY I 10:00 AM

19 JUN

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17 JUL

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17 JUL WEDNESDAY

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20 NOV

WEDNESDAY I 10:00 AM

20 NOV WEDNESDAY

18 DEC

WEDNESDAY 110:00 AM

18 NOV WEDNESDAY

CONDUCTOR/TOWER



2024 MONTHLY UNION MEETING SCHEDULE

JESSE ARGUETA CHAIR





195 MONTAGUE STREET 3RD FLOOR BROOKLYN, NY 11201

(212) 873-6000 TWULOCAL100.ORG

(NOWLEDGE IS POWER GET INVOLVED

10 JAN WEDNESDAY 110:00 AM

10

WEDNESDAY 106:00 PM

WEDNESDAY 110:00 AM

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12 ILIN

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09 ОСТ

WEDNESDAY 106:00 PM

13 NOV

WEDNESDAY 110:00 AM

13 NOV

WEDNESDAY 106:00 PM

11 DEC

WEDNESDAY 110:00 AM

11

WEDNESDAY 106:00 PM



Our Quarterly Meetings at the Union Hall

195 Montague Street 3rd Floor Brooklyn NY 11201 Open to All - Save the Dates!

2024

Thursday, January 11th at 11am and 5pm

Thursday, April 11th at 11am and 5pm

Thursday, July 11th at 11am and 5pm

Thursday October 10th at 11am and 5pm

Giselle Martinez, TA Surface Bus Operator gmartinez@twulocal100.org
Working Women's Committee Chair Family Assistance Coordinator



Rapid Transit Operations Co Chair Representatives

TW/O Denise Long dlong@twulocal100.org
T/O Cristina Hernandez chernandez@twulocal100.org
C/R Kristian Magwood kmagwood@twulocal100.org
C/R Nivea Luke nluke@twulocal100.org

POST ON ALL BULLETIN BOARDS

NEW YORK CITY TRANSIT DEPARTMENT OF SUBWAYS OFFICE OF THE SENIOR VICE PRESIDENT

DATE: February 9, 2024

TO: All Subways Employees

FROM: William Amarosa, Vice President & Chief Officer, Operations Support

SUBJECT: SUBWAYS BULLETIN 24-09

MTA AND NYCT TEAMS AT 180 LIVINGSTON STREET ARE MOVING

Please be advised that as of February 19, 2024, the Units indicated below are moving to:

149 Pierrepont Street, Brooklyn, NY 11201

The MTA and NYCT teams at 180 Livingston are moving! Here's what you need to know when visiting or directing employees:

Our new location is 149 Pierrepont Street, Brooklyn

Services in the building include

24/7 OHS Laboratory - 2nd Fl. (fully operational as of Feb. 19) 347-643-8282

OHS Medical Assessment Center 1 (MAC 1) - 2nd Fl. (fully operational as of Feb. 20)

347-643-8274

Employment Center - 2nd Fl.

347-643-7413

Testing Center (Exams) - 3rd Fl.

347-643-7221

Fingerprinting - 2nd Fl.

Pass Office - 3rd Fl.

347-643-8317 or 8314 or 8310

TWU Local 100 Office - 1st Fl.

347-643-8064

Employees and visitors arriving for OHS or employment services must enter at 149 Pierrepont St

- · Current employees must use the self-service kiosks to check in
- · Visitors must check in at reception

This bulletin must be discussed with all employees during toolbox safety talks.

Any questions can be addressed to DOSSafety@nyct.com or by scanning the QR code below.

cc:	D. Crichlow	S. Ko	R. Moakler	C. Hamann	P. Valenti (TSO)
	M. Lali	K. Coughlin	T. Calandrella	T. Mulligan	M. Cummings (ATDA)
	J. Compton	H. Lambert	F. Joseph	R. Davis (TWU)	V. Mandile (TCU)
	D. Soliman	D. Gallo	T. Doddo	M. Carrube (SSSA)	T. Wilson (SMART)
	S. Carson	S. Hutson	L. Montanti	M. Bucceri (UTLO)	(0.70)



PRESIDENT RICHARD DAVIS' REAL COMMITMENT TO RTO

By Canella Gomez, RTO Vice President

President Davis and I at Borough Hall talking to 4 and 5 line Conductors about the importance of train crew safety over service. Reminding train crews to never isolate train cars with human/ animal waste, blood/vomit and or any biological hazards without the proper PPE. Making sure train crews know if they are ever ordered to do so to immediately request a Safety Rule Dispute Resolution Form.



Shopping carts over 30 inches are *not* allowed on trains as per Bulletin 72-20. If you are ordered to move a train with a shopping cart, <u>request a Safety Rule Dispute</u>
Resolution Form

Train Crevi Please keep a safe social distance

Train Crew Safety Over Service

If you are ever asked to do anything that you feel is unsafe always requesta Safety Resolution Dispute Form.



Please scan the QR code for the RTO Safety Rule Dispute Resolution Form Information Booklet.

President Davis really believes that TWU Local 100 is Member Built, Member Strong and Member Driven.











SAFETY FIRST

RTO VP CANELLA GOMEZ



THE NUMBER 1 MISTAKE MOST TRAIN CREWS, MAKE WHEN IN AN UNSAFE SITUATION OR SOMEONE OR SOMETHING UNSAFE GETS ON THEIR TRAIN IS THAT THEY MOVE THE TRAIN AND THEN CALL RCC.

RCC'S TAKE ON THE SITUATION IS IF YOU ARE ALREADY MOVING THE TRAIN, WHY CAN'T YOU CONTINUE TO MOVE THE TRAIN.

SO THE FIRST THING THAT NEEDS TO HAPPEN IS ONCE YOU SEE OR FEEL SOMETHING IS UNSAFE, CALL IT IN IMMEDIATELY, AND DON'T MOVE YOUR TRAIN.

TELL RCC YOU DON'T FEEL IT IS SAFE TO OPERATE IN CUSTOMER SERVICE WITH THIS UNSAFE CONDITION AND IF THEY TELL YOU TO SIGNAL IN ROUTE OR ORDER YOU TO MOVE THE TRAIN, REQUEST A SAFETY RULE DISPUTE RESOLUTION FORM. IT IS THAT SIMPLE.

TWU RTO REP CONTACT INFO



130 LIVINGSTON STREET (718) 694-4168/5827 (64

2 BROADWAY (646) 252-2925/2996 RCC FOR REP ON Duty (212) 712-4480

SAFETY FIRST

RTO VP CANELLA GOMEZ



YOUR UNION SAYS ITS UNSAFE

NEVER ISOLATE TRAIN CARS WITH



HUMAN/ANIMAL WASTE
BLOOD/VOMIT OR ANY

BIOLOGICAL HAZARDS WITHOUT

THE PROPER PPE. IF YOU ARE ORDERED TO DO SO REQUEST A SAFETY RULE DISPUTE RESOLUTION FORM.

TRAIN CREWS SAFETY OVER SERVICE



TWU RTO REP CONTACT INFO

130 LIVINGSTON STREET (718) 694-4168/5827 2 BROADWAY (646) 252-2925/2996 RCC FOR REP ON DUTY (212) 712-4480

SAFETY FIRST

RTO VP CANELLA GOMEZ

SHOPPING CARTS OVER 30 INCHES ARE NOT ALLOWED ON TRAINS AS PER BULLETIN 72-20. IF YOU ARE ORDERED TO MOVE A TRAIN WITH A SHOPPING CART, REQUEST A SAFETY RULES DISPUTE RESOLUTION FORM.



TRAIN CREWS
SAFETY
OVER SERVICE



TWU RTO REP CONTACT INFO

130 LIVINGSTON STREET (718) 694-4168/5827 2 BROADWAY (646) 252-2925/2996 RCC FOR REP ON DUTY (212) 712-4480

THE NEW RTO

TRAIN CREWS SAFETY OVER SERVICE

PLEASE REMEMBER TO GET ON YOUR TRAIN ON TIME 2 MINUTES PRIOR TO YOUR SCHEDULED DEPARTURE TIME AND COMPLETE YOUR PRE-TRIP INSPECTION.



REMEMBER IF YOUR
TRAIN ARRIVES TO THE
TERMINAL LATE YOU ARE
STILL ENTITLED TO THE
2 MINUTES FOR YOUR
PRE-TRIP INSPECTION.

DONT RISK MAKING A MISTAKE TAKE YOUR TIME AND DO IT RIGHT.



THE NEW RTO - SAFETY OVER SERVICE

EXTREMEGOLD ALERT

TRAIN CREWS: IF TEMPERATURES DROP, AND YOUR OPERATING
CAB DOES NOT HAVE WORKING HEAT, YOUR
RTO LEADERSHIP ADVISES YOU TO TAKE THESE STEPS:

- Call the RCC and report it.
- Inform the RCC it is not safe to operate in the train in these conditions.
- If RCC gives you any flack, request a safety resolution form.
- Call a union representative.



THE NEW RTO - SAFETY OVER SERVICE

TRAIN CREWS: IF TEMPERATURES SPIKE, AND YOUR OPERATING CAB DOES NOT HAVE WORKING AIR-CONDITIONING, YOUR RTO LEADERSHIP ADVISES YOU TO TAKE THESE STEPS:

- Call the RCC and report it.
- Inform the RCC it is not safe to operate in the train in these conditions.
- If RCC gives you any flack, request a safety resolution form.
- Call a union representative.



I NEED TO TAKE A COMFORT

As a transit employee you are entitled to a comfort.

A comfort covers you in those moments where you're feeling overwhelmed, stressed or simply need a mental break from the performance duties of the job. Your rights under a comfort aren't only limited to these factors. Sometimes you simply need time to refresh, revitalize and replenish your thoughts in order to efficiently perform your tasks. This can occur before or after your scheduled breaks or lunches.

A comfort may be requested more frequently especially in those moments where your job is requiring you to stand on the platform assisting passengers, flagging on the roadbed, ensuring the safety of personnel amongst many other things. In those moments you may began to wonder "what can I do?"

Request a comfort. By definition a comfort is both a noun and verb which indicates a state of physical ease and freedoms from pain or constraint. On the other hand it is also the ease of grief and act of consolation to improve vour mood and restore a sense of well-being. While there is no set time as to when you notify someone or request a comfort it must be justifiable with realistic expectations.



By Jesse Argueta, Conductor/Tower Chair



Taking a comfort is not limited to strictly bathroom use.

On the following page is a step by step process as to how a comfort should be properly administered.

COMFORT RELIEF

You cant be denied a comfort relief but you must make sure that you communicate your request and that it is acknowledged. You are **NOT** requesting or waiting for permission. Here is the process to request a comfort.





You cant be denied a comfort relief. However, there are steps you need to follow to take one:

- 1. Notify supervisor/RCC (best way is via the radio since it's recorded). if it's enroute notify your partner as well
- 2. Give title (FULL call letters if enroute) and job number
- 3. If you aren't acknowledged immediately repeat it and if not acknowledged again state message. If enroute make sure you pull the EBV and secure your cab
- 4. Let the dispatcher or RCC know when you are back

Terminal and Enroute examples of requesting a Comfort Relief:





TERMINAL EXAMPLE

Employee: (Terminal) dispatcher come into (line)-(job #) (title)

Terminal Dispatcher: Go (line)-(job #) (title)

Employee: (Terminal) dispatcher (line)-(job #) (title) is taking a comfort

Terminal Dispatcher: Copy (line)-(job #) (title) taking a comfort

Employee: Yeah (terminal) dispatcher (line)-(job #) (title) back from comfort

Terminal Dispatcher: copy (line)-(job #)
Back from comfort

ENROUTE EXAMPLE

Employee: RCC come into the (title) on the (full call letters)

RCC: Go (title) on the (full call letters)

Employee: Yeah, RCC this is the (ttile) on the (full call letters). At the next station I am going to take a comfort

RCC: That's a copy (title) on the (full call letters) at the next station you are going to take a comfort at the next station

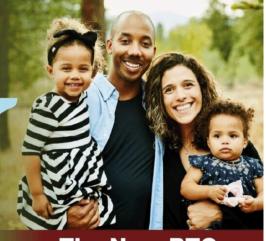
Employee: RCC this is the (title) on the (full call letters), im back from my comfort and we're on the move

Remember: You can't be denied a comfort relief but you must make sure that you COMMUNICATE YOUR REQUEST and that it is ACKNOWLEDGED.

FMLA

FAMILY & MEDICAL LEAVE ACT





The New RTO Knowledge Is Power

IMPORTANT STUFF TO KNOW

FMLA is a federal Law passed in 1993 that requires employers to grant employees up to 60 days of unpaid leave from your job per year.

YOU QUALIFY IF ...

- You have worked for Transit for at least 12 months and.
- You have worked for 1250 hours in the 12 months before the start of your FMLA leave

AND YOU NEED TO ...

- Be treated for, or recover from, a serious health condition that makes you unable to perform your job - (medical leave) Note: You can use sick leave or vacation leave prior to taking FMLA.
- Care for a child, spouse or parent suffering from a serious health condition (family-care leave)
- Care for or bond with a new born child, a newly adopted son or daughter, or a newly placed foster child (new-child leave) Note: You cannot use your sick leave for a new-born.

OR. YOU NEED TO:

- Meet an urgent non-medical need brought on by a family member serving in the military or being notified of impending call to duty
- Take up to 26 weeks of leave to care for a family member who suffers an injury or illness while serving in the military

A chronic condition is a medical condition which continues over a long period, requires treatment by a healthcare provider at least two times per year and may cause short periods of incapacity from time to time instead of one long period. Some examples are: heel spurs, back pain, migraines, asthma, allergies, HIV, chemotherapy, sinusitis. You can take intermittent leave (absences at various times) for these conditions under FMLA

Get Your Forms Here



The TA MUST KEEP FMLA RECORDS CONFIDENTIAL.
Only the designated coordinator and OHS have access.





MATERNITY/ PATERNITY LEAVE BENEFIT

EFFECTIVE JULY 19, 2023

Employees who are members of TWU, Local 100 are now entitled to a four-week paid maternity/paternity leave benefit. In addition to maternity/paternity leave, birth mothers are entitled to company-paid recovery leave for the first 8 weeks following the birth of the child(ren), which shall occur prior to maternity/paternity leave.



- Four (4) weeks paid Maternity/Paternity Leave benefit is only effective for births or adoptions that occur on or after July 19, 2023.
- Eight (8) weeks company-paid Recovery Leave for birth mothers is only effective for births that occur on or after July 19, 2023.
- Maternity/Paternity Leave is effective upon the birth or adoption of a child.
- Employees are entitled to four (4) weeks fully paid Maternity/Paternity Leave.

- Maternity/Paternity Leave is treated as a 20-day continuous paid absence immediately following the birth or adoption of a child.
- Both parents, if they are TWU Local 100 members, are entitled to this leave.
- Employees are required to give proper notice, in person or by telephone, to their respective crew reporting center, assignment, control desk, car and time desk of their intention to be absent from work due to Maternity/Paternity Leave.

Members are required to complete the attached Application of Leave and submit with appropriate documentation to:
Email: SubwaysMAPA@nyct.com
Phone: (718) 694-3043
Inter-Office/USPS Mail: Cheang Taking, 130
Livingston Street, 6th Floor,
Brooklyn NY 11201

The Application of Leave form must be submitted with the initial documents* (i.e., discharge papers/letter from hospital) no later than three (3) days after the absence start date. Final documentation (i.e., Birth Certificate) must be submitted no later than thirty (30) working days after the employee returns from Maternity/Paternity Leave.



PROGRAM DETAILS:

- -Having a newborn child up to a year old.
- -Your leave time balances must be at zero consecutively. (AVA, Vacation, Sick and PLD)
- -You must be out of work unpaid during requested stipend weeks.
- -The benefit is \$300 per week up to 4 weeks.
- -You do not need to pass your one year probation to apply.
- -Must be in good stand.







TWU LOCAL 100 - NYCTA CHILDCARE FUND

195 Montague Street 4th Floor, Brooklyn, NY 11201 Phone: 718.780.8700 - Fax: 718.222.1316 Email: Childcarefund@twulocal10Occf.org

THE NEW RTO

SICK LINES - NOW YOU CAN EMAIL THEM

DISPATCHER SIGNATURE NOT REQUIREED

Moving forward you no longer have to submit your sick forms to the dispatcher. You can email them to the below email address if you prefer. Since you do not have to submit the lines to the dispatcher, you do not need the dispatcher to sign it. All you have to do is continue to get them filled out correctly by you and your doctor and email it to:

SubwaysSickApplications@nyct.com

CONTRACT SEC 2.6 SICK LEAVE

The date you email the form must be within the same contractual guide lines as if you were submitting it to the dispatcher. Again, if you wish to continue to give them to the dispatcher and put them in the interoffice mail you still can do that. Nowhere in our contract does it say a field supervisor has to sign your sick form. The only reason/purpose for the

the supervisor signature was/is proof of date received because, as per our contract, the sick forms have to be submitted within a certain time frame. With that being said, all emails have time and date stamps -- and this provides proof of date submitted.

BENEFITS OF EMAILING

It will end the practice of local supervision seeing your sick forms and the reason you were out sick and this will end the problem of sick forms getting lost in the mail and members not getting paid.





NOTICE NO.: 74-23 (Supersedes Notice No.: 9-19) November 3, 2023

TO: ALL EMPLOYEES

SUBJECT: EMERGENCY LEAVE REQUESTS AND SUBMISSION OF PROOF

Emergency Leaves of Absence (Code 017) and Sickness in Family (Code 020) may be granted to employees who can demonstrate a true emergency. Granting emergency leave is at the discretion of the Crew Assignment Section.

To request emergency leave; an employee, except where it is impossible to do so, must contact the Crew Assignment Section at least one hour before the commencement of their tour for that day.

Employees who are denied emergency leave must report to work for their regular scheduled tour. Failure to report to work as directed will result in the employee being carried absent without official leave (AWOL).

Granted emergency leave is **contingent** on the Crew Assignment Section receiving, within 5 calendar days from the leave date, the documentation that justifies the leave. Failure to submit satisfactory documentation within the designated period will result in the leave being rescinded and the absence being changed to AWOL.

Documentation substantiating the emergency leave must be submitted to:

A Division: <u>ADivCASProofs@nyct.com</u> B Division: <u>BDivCASProofs@nyct.com</u>

NOTE: Completed "Request for Leave of Absence With or Without Pay (other than sick)" form and required proof must be submitted to the Crew Assignment Section.

Existing leave balances will be adjusted to cover the leave.

All documentation must include the following items:

- The employee's name, title and pass number, the employee's tour of duty and the date the emergency leave was taken.
- Dated the same date of the granted leave.
- Be consistent with the reason given for the request.
- Substantiates a true emergency that prevented the employee from reporting to work.
- Medical documentation must be signed and stamped by physician.

Paul J. McPhee

Chief Officer, Field Operations Service Delivery

"EVERY SECOND COUNTS"

(Supersedes Notice No.: 9-19)

NOTICE NO.: 74-23

OPTIONS AFTER YOUR 'SICK BALANCE' IS EXHAUSTED

When you have exhausted your sick time, it does not mean you will go unpaid.

There are a few options you can use after your sick time runs out.

Vacation in Lieu of Sick:

- You need 'Sick Line' coverage from the first day missed, to your estimated return date
- Contact a Union Rep (130 office is the best option)
- Let them know how many weeks (or days) you want to use
- If you return to work, it CANNOT be backdated to dates you were out
- · Cannot be mixed into the same week as sick days

60% Sick

- · Only the designated yellow form can be used
- You must have been entitled to the 12 sick days
- · You must be out for 9 or more days
- Must have dates of medical treatment within the period of absence you are claiming
- · It takes 4-8 weeks to get paid, on average
- Contact Sick Unit to review what needs to be filled out on the form. Their number is 718-694-1304.
- Cannot claim for future days, but can claim all eligible time that has past (for example: if out for 20 days, cannot put in for 30 days)
- · Your full 60% balance does not have to be used up



Disability Insurance:

- · File after your insurance's exemption period
- Claimant's statement must be filled out (usually page 1 & 2)
- Doctor has to fill out their designated part (usually page 3)
- Employer part (usually page 4) LEAVE BLANK
- · Sign off on releasing information
- Fill out direct deposit information (otherwise a check will be mailed)
- Staple all papers together and write Title & Pass on 1st sheet
- Drop off at 130 Livingston St. 6th floor, or email packet to <u>subwaysdisabilityforms@nyct.com</u> (If emailing include name, title, pass in subject line)
- Follow up by calling 718-694-4282, or sending a follow up email

Short Term Disability:

- All available sick balances you are entitled to MUST be exhausted first (60% and regular sick)
- · Pays \$170 per week for 26 weeks
- Fill out short term disability paperwork EXCEPT for where it says "employer"
- Drop off at 130 Livingston St. 6th floor, or email packet to <u>subwaysdisabilityforms@nyct.com</u>
 (If emailing include name, title, pass in subject line)
- Follow up by calling 718-694-4282, or sending a follow up email



60 % ENTITLEMENT CHART

Years of Service	Eligible Days	
4 or less	0	
4-8	15	
8-14	30	
14-20	60	
20+	90	

INJURED ON THE JOB



During your time here at Transit there is a possibility you could get hurt. A lot of times people

are unsure about what to do and whether they should report it. Here are some tips to help you understand your rights and what steps to take when you get hurt on the job.

WHAT DO I DO NOW?

Injury on Duty (I.O.D)

- 1. You should inform a supervisor immediately
 - The supervisor will contact RCC
- While the supervisor is talking to RCC, request they get the Union rep on duty phone number
- 3. If needed, request medical attention
 - A supervisor will accompany you to the hospital and stay with you
 - You CAN do an IOD for the record only (indicate on top of paperwork or do a G2 notifying a superintendent of the injury)
 - If medical attention is requested, you get medical attention prior to going to the MAC and/or doing any paperwork.
 - Do not use your own insurance or provide your insurance cards. Those bills are paid by Transit.
- 4. You are entitled to copies of your IOD packet (page 1, 2 wavier & election and your G2). You keep your original hospital papers.
- You must see a doctor that is approved by the NYS Workers Compensation Board.

Assault

- Call RCC
- 2. Pull EBV(preferably in a station)
- If RCC asks you to continue in service let them know it is UNSAFE
 - Do not force yourself in helping discharge the train
- 4. Request medical if needed
- When with supervisor or speaking to RCC request Union rep on duty information

Keep the Union rep informed as to:

- If you are going to the hospital/MAC
- · What hospital/MAC center you are going.
- · When you arrive/leave hospital/MAC

*Do not feel discouraged or scared if supervision/ management sends you for incident testing. For more information about being sent for testing refer to Bulletin 95-19 NYCT Policy and procedure 5.7.1

*You can do a IOD for the "For the Record only" by notating that on the IOD packet or simply submit a G2 whereas stating you are informing management of injury but at this time not stopping work.



UNION CONTACT INFORMATION MONDAY TO FRIDAY 8AM TO 6PM (718) 694-4168/5827 (646) 252-5549

24 HOURS 7 DAYS A WEEK
RCC COMMUNICATIONS DESK (212) 712-4480
ASK FOR THE UNION REP ON DUTY



KNOWLEDGE IS POWER

RTO VP CANELLA GOMEZ



FOR A BETTER RTO



Scan QR Code above to access files listed*

- NYCT RULE BOOK
- DISCIPLINARY PROCEDURE MANUAL
- **✓ TWU LOCAL 100 CONTRACT**
- MOU'S 2005-2019
- **✓ TWU CONSTITUTION**
- ✓ TWU LOCAL 100 BYLAWS

TWU RTO REP CONTACT INFO

130 LIVINGSTON STREET (718) 694-4168/5827 RCC FOR REP ON DUTY (212) 712-4480 2 BROADWAY (646) 252-2925/2996



A Guidance Towards Grievances

(Section 2.1 of the CBA) — Jesse Argueta, Conductor/ Tower Chair

While working here at Transit you may have heard the phrase "file a grievance" or "you can grieve this/that". To understand if a grievance needs to be filed you must first know what a grievance is and the one that's right for you.

What is a grievance?

A **grievance** is a formal complaint that is raised by an employee towards an employer within the workplace.

Memorandum of Agreement between TRANSPORT WORKERS UNION LOCAL 100 and METROPOLITAN TRANSPORTATION AUTHORITY Manhattan and Bronx Surface Transit Operating Authority/ TERM: May 16 2010 May 15 2020

What are the types of grievances?

1. A Contract Interpretation Grievance*

(2.1B) is hereby defined to be a complaint on the part of any covered employee or group of such employees that there has been on the part of Management, noncompliance with or a misinterpretation of any of the provisions of this Agreement or of any written rule, or Policy/Instruction of the Authority governing or affecting its employees, or that any run or work schedule imperils the health or safety of employees. A Contract Interpretation Grievance shall NOT include any claim subject to the Disciplinary Grievance Procedure.

2. A Disciplinary Grievance

(2.1C) is hereby defined to be a complaint on the part of any covered employee that there has been a violation of the employee's contractual rights with respect to a disciplinary action of a warning, reprimand, fine, suspension, demotion, and/or dismissal except that a "disciplinary grievance" shall not include the removal or other discipline of a probationary, provisional, part-time, or temporary employee. This provision shall not be construed to deprive a provisional employee of his/her right to use this procedure prior to suspension or termination from his/her permanent title.

3. A Medical Appeal Grievance

claims he/she can work.

(2.1D) is hereby defined to be a complaint on the part of any covered employee that would otherwise be subject to Sections 72 and/or 73 of the Civil Service Law that he or she has been improperly placed on such involuntary leave and the procedures contained herein shall be in lieu of any administrative procedure specified in Sections 72 and/or 73 of the Civil Service Law. A medical appeal grievance shall also include a challenge to a medical finding of full work by an employee suffering from (or allegedly suffering from) an ordinary disability or a challenge by an employee injured on duty to a medical finding of no work when an employee

* Not everything needs to be filed as a grievance so before filing a contract interpretation grievance, it is best to reach out to a union representative immediately to see if the situation can be rectified with a phone call or email. Contacting a rep can also assist with making sure that a grievance can be done in a timely manner along with verifying if the issue can be grieved.

ATTENTION RTO MEMBERS

LOCAL 100 GRIEVANCE PROCEDURES

- Any grievances should be filed with your union department representatives within 30 calendar days from the time the problem occurs.
- · If the grievance affects 3 or more employees, it is considered an ET AL grievance.
- If your case involves shortages, sick leave, differential or farming out of work, those grievances will go directly to a Step II hearing within 30 days.

STEP I HEARING

- Normal grievances will have a Step I hearing within 30 calendar days and a written decision within 15 days thereafter.
- ET AL grievances will have an informal hearing and a written decision within 10 days.
- If the Step I is not heard within the time frames above, the union department representatives should contact the Grievance & Discipline office to request an appeal to Step II and give G&D the grievance along with proof of the date the grievance was submitted.
- If the Step I decision is a denial, the signed decision should be sent to the Grievance & Discipline office along with the original grievance to appeal to Step II WITHIN 5 days.

STEP II HEARING

- For normal grievances, Step II hearings will be scheduled within 25 days and a written decision will be issued within 20 days.
- For ET AL grievances, Step II hearings will be scheduled within 10 days and a written decision will be issued within 10 days.
- For grievances involving shortages, sick leave, differential or farming out of work, Step II hearings will be scheduled within 30 days and a written decision will be issued within 20 days.
- Step II decisions which are denied, will be automatically appealed by the Grievance & Discipline office.

ARBITRATION & EXPEDITED ARBITRATION:

- For grievances involving shortages, sick leave and differential will be scheduled by management for Expedited Arbitration.
- For all other grievances, the Department Chair or Vice-President will contact the Grievance & Discipline office to schedule the arbitration date.

If you want to file a grievance the best way to start the process is by contacting:



Train Operator
Recording Secretary
Robert Taylor
347-618-1605
Rtaylor.rto@twulocal100.org

OR



Conductor Recordings Secretary Bradley Deleon 347-762-9398 Bdeleon@twulocal100.org

GRIEVANCE & DISCIPLINE DEPARTMENT
(212) 873-6000 Ext. 2057

Co-Directors: MaryAnn Conlon, Jack Blazejewicz



TWU Local 100 · 195 Montague Street · Brooklyn, NY 11201



Navigating OHS Medical Appeals: Your Foolproof Guide

Welcome to the wild world of occupational health services (OHS), where the health and happiness of employees are top priorities or so the NYCT and the MAC would have you think. But hold onto your hats because disputes over work status determinations, whether they're linked to non-occupational or injury-onduty (IOD) medical conditions, can sometimes feel like a rollercoaster ride and become harrowing experiences for our members who don't how they are going to get back to work after being determined unfavorable work status. Fear not! We're about to take you on a adventure through the intricate maze of medical appeals, on when and where to file them.



Understanding the Non-IOD and IOD **Medical Appeals Process**

Our medical appeals process is like a board game, and you're the star player. Here's your ultimate guide to navigating the twists and turns:

- 1. Filing a Notice of Appeal: If you find yourself in a disagreement with a work status determination, step up and file a notice of appeal. You'll get a snazzy form from the Union, so no need to worry about where to start.
- 2. Document Bonanza: It's like a scavenger hunt for paperwork! Get your healthcare provider to help you gather all the medical records, clinical statements, and documents that support your appeal. The more, the merrier!

3. Send It in: Non-IOD Cases:

If you're dealing with a non-IOD case, send the completed appeal form. along with the doctor's statement and all your nifty documentation, to the Medical Director of Occupational Health Services as well as the Union G&D Department as stated on the provided form.

- . IOD Cases: For IOD cases, hop over to Transit's Workers' Compensation Division (WCD) with your appeal in tow, also as well as the Union G&D Department as stated on the provided form.
- 4. Tick Tock: Don't be fashionably late! Whether it's a non-IOD or IOD case, your appeal must arrive while

the disputed work status is still in effect. In non-IOD cases, you've got a generous ten (10) days from the receipt of the disputed work status to take action. Anything later than 10 days would only account for 10 days back from time filed.

- 5. Review Time: The Medical Director or Impartial Physician steps up to the plate. They're like judges in a talent show, meticulously assessing your medical records, clinical info, and all the docs you provided to make a fair call. This also takes time and sometimes can't be rushed so if it may take a while be patient, the reward is well worth it.
- 6. Perks of Winning: Sometimes, if your appeal is a slam dunk and doesn't need further scrutiny, you might earn vourself a prize. Well, sort of! You could be entitled to have the benefits (ie. sick time) you used during the disputed work status restored. Sweet, right?
- 7. The Big Showdown: For those disputes that just won't quit, expedited arbitration procedures come to the rescue. Think of it as your chance to plead your case to a jury of your peers (sort of).

Tripartite Panel Review for Non-IOD Cases

In non-IOD cases, when the drama continues, it's time for the big showdown: the Tripartite Panel of Physicians. Picture this as the grand finale, where three physicians-chosen by the Union. Management, and a neutral one they agree on-come together. They do a



Train Operator Chair

deep dive, reviewing medical records, considering oral presentations (if requested), and even ordering extra exams or tests if the plot thickens.

Their decision is the final act, sticking to NYC Transit's medical standards/job profiles while providing a diagnosis and work status for your role. Who pays for their tickets? Fees for neutral physicians are split between the Authority and the Union, while fees for each party's physicians come from their own pockets. So that you don't feel it's a one side pony show.

Impartial Physician Determination For lod Cases

- In IOD cases, it's a simpler game with a single judge, the Impartial Physician. They're like the one-man band of medical appeals, ensuring fairness prevails. Their decision is the grand finale, and it must align with NYC Transit's medical standards/job profiles while providing a diagnosis and work status for your role.
- So, there you have it-a whirlwind tour through the wild world of medical appeals, where fairness, humor, and efficiency rule the day. These procedures are all about being proactive, addressing disputes, and making sure you're taken care of within the framework of the collective bargaining agreement. Whether it's a non-IOD or IOD case, rest assured that there's a process in place to help you find resolution and ensure your well-being is a top priority here at TWU Local 100. So, keep those appeals coming, and keep up the fight for what's rightfully yours.



IF THE NYCT SAYS: You are medically unfit to work, but your doctor DISAGREES: FILE A MEDICAL APPEAL

When you file a medical appeal, you are challenging the work status NYCT has given you. Most of the time this will be because you want to work, but NYCT says you are not medically fit.

Filing an appeal can often speed you being restored back to work. It can also lead to back pay and/or restoration of sick leave for the time you were held out.

It is very important that you file your appeal as soon as your doctor says you can work. Under the contract, if you win your appeal, NYCT is only liable for back pay for ten days from the date of filing your appeal. Moreover, you must file the appeal while you are still out of work.



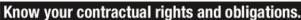
You have the right to file a medical appeal whether you became sick or injured ON or OFF the job.

TO START THE APPEAL PROCESS CONTACT YOUR DIVISION CHAIR

TRAIN OPERATOR CHAIR JONLUKE RODRIGUEZ 718-753-3922 CONDUCTOR/TOWER CHAIR
JESSE ARGUETA
718-753-4958

Train Operators, Conductors & Tower Operators

Don't lose M



Holiday Pay (from your contract)

Section 2.5 - Holidays

An employee excused from work on one of the stated holidays shall be paid for that holiday only if he/she reported for work on the scheduled work day before and the scheduled work day after the holiday, unless he/she is prevented by a bona fide illness or for good reason is excused from so reporting or by order of the Authority is serving a suspension as a result of a disciplinary penalty which starts the day after the holiday or ends the day before the holiday.

Overtime (from your contract)

Sections 3.1, 3.2, & 3.3(F)(4)

Notwithstanding any other rules or working conditions, for an employee to be eligible for pay at time and one-half for working on his/her regular day off, the employee must work at least three days during the week in which he/she also worked on his/her regular days off. If the employee was absent on the day immediately prior to his/her regular days off, he/she must produce a doctor's certificate in order to be eligible for premium pay on his/her regular day off.

Train Delays (from your contract)

Sections 3.1 & 3.2(A)(7), 3.3(A)(5)

A Train Operator [Conductor, Tower Operator] reporting late because of an unusual interruption of service on the New York City Transit System shall suffer no loss of time for time lost on that account, provided such interruption, as the cause of his/her lateness is established to the

satisfaction of his/her superior. A Train Operator [Conductor, Tower Operator] who reports for duty late may lose part or all of his/her day's work and shall be paid only for time worked.

Lunch Period (from your contract)

Sections 3.1, 3.2, & 3.3(D)

The schedule for every straight run, trick or job shall be written so as to provide for a thirty (30) minute lunch period as nearly as practicable between the third and sixth hours of work and no deduction of pay shall be made on account of such lunch period. If, for any reason, a Train Operator [Conductor, Tower Operator] on a straight run, trick or job, is prevented, through no fault of his/her own, from having at least twenty (20) minutes for lunch within the period specified therefor in his/her schedule, he/she will be allowed one-half hour's extra pay at his/her regular hourly rate, provided the loss of lunch time is proved to the satisfaction of the Superintendent of his/her Division.



Canella Gomez RTO Vice President 718.724.9852 CGomez@twulocal100.org

Jonluke Rodriguez Train Operator Chair 718.753.3922 Jonluke.Rodriguez@twulocal100.org



Jesse Argueta Conductor / Towers Chair 718.753.4958 JArgueta@twulocal100.org

RTO Wage Progression Rate Chart

	Wage Rates	As of		May 16, 2023	
Progression Step	% of Top Pay	Conductor	Construction Flagger		Tower Operator
Entry	70%	25.05	26.21		N/A
1st anniversary	75%	26.84	28.08		29.04
2 nd anniversary	80%	28.63		29.96	30.98
3 rd anniversary	85%	30.42		31.83	32.92
4 th anniversary	90%	32.21		33.70	34.85
5 th anniversary	100%	35.79		37.45	38.73
	Wage Rates	As of		May 16, 2024	
Progression Step	% of Top Pay	Conductor	Con	struction Flagger	Tower Operator
Entry	70%	25.80	26.99		N/A
1st anniversary	75%	27.64	28.92		29.92
2 nd anniversary	80%	29.48	30.85		31.92
3 rd anniversary	85%	31.33	32.78		33.91
4 th anniversary	90%	33.17	34.71		35.91
5 th anniversary	100%	36.86	38.57		39.90
	Wage Rates	As of		May 16, 2025	
Progression Step	% of Top Pay	Conductor	Con	struction Flagger	Tower Operator
Entry	70%	26.70		27.94	N/A
1 st anniversary	75%	28.61	29.94		30.96
2 nd anniversary	80%	30.52	31.93		33.03
3 rd anniversary	85%	32.42	33.93		35.09
4 th anniversary	90%	34.33	35.92		37.16
5 th anniversary	100%	38.15		39.92	41.29
	Wage Rates	As of			
Progression Step	% of Top Pay	May 15, 2023		May 15, 2024	May 15, 2025
Entry Yard T/O	98%	38.61		39.76	41.16
Entry Road T/O	98%	40.18		41.39	42.84
Yard T/O	100%	39.40		40.58	42.00
Road T/O	100%	41.01		42.24	43.72



^{*}There is NO ENTRY level Tw/o as you must complete 1 year in eligible title

^{*}Construction Flagger is tied to Track Worker rate of pay

^{*}Wages are rounded to the nearest Whole Cent

^{*}Train operators are not on the 5 Year Wage Progression



Stretch your skills and your budget with

Tuition Reimbursement

The Training & Upgrading Fund offers Tuition Reimbursement to enhance your career in NYC Transit through education advancement.

Tuition Reimbursement

What's Covered?

Colleges, Universities, technical or vocational schools approved courses for certificates, associates, bachelors, master, and or technical degrees

Visit www.twulocal100tuf.org for more details or contact TUF at 718-780-8700.



Eligibility

- Must be an active TWU Local 100 member in good standing AND be employed by New York City
 Transit, MaBSTOA (Operating titles only) or MTA Bus. Computer Staff Analyst, Career and Salary are not eligible for Tuition Reimbursement.
- Must have completed your 1st year probation
- Must be enrolled in a course at an accredited institution
- You must pass your class with a C- or better for undergraduate courses, a grade of B- or better for graduate courses, or a grade of "Pass' in a Pass/Fail course.



September, school will be back in session! Help your children get ahead and finish top of their class!

This benefit is available to TWU Local 100 members on the first day of employment. Enroll now and receive five (5) free hours per month (2,160 cost savings) of personalized live tutoring **AT NO COST** to you. Get help in Math, English, Social Studies, AP Courses, SAT Test Prep, Homework Assistance and MUCH More!



Personalized, live tutoring is now available for you and your children, Grades K through College, five hours per month. You and your family will now have access to the premier on-line educational website in the country - TUTOR.COM - as a continued benefit.

Students can work one-to-one in an on-line classroom with an expert tutor to:

•Complete homework •Understand concepts in all subjects •Study for exams

REGISTRATION IS SIMPLE AND EASY!

www.tutor.com/twulocaltuf
Your USER-NAME will be your Employee Pass Number or ID Numbe
PASSWORD: twulocal100

RTO FACILITIES CONTACT LIST



TERMINALS
TRAIN YARDS
TOWERS

FLAGGING QUARTERS

SUPT. DISTRICT OFFICES



TWU LOCAL 100
195 MONTAGUE STREET
BROOKLYN, NY 11201
(212) 873-6000 TWULOCAL100.ORG



RTO COMMON PHONE NUMBERS & EMAILS

130 LIVINGSTON NUMBERS & EMAILS

Daily Timekeeping: 718.694.1572

Timekeeping Adjustments: 718.694.3580

Injury on Duty (I.O.D): 718.694.5725

Employee Availability / Long term Sick: 718.694.5322

Sick Unit / 60%: 718.694.1304

FMLA: 718.694.4593 Retirement: 718.694.1168 Processing Unit: 718.694.3756 Check Distribution: 718.694.5365 Insurance / Disability: 718.694.4282

Dual Employment / Military / Jury Duty: 718.694.1526

Medical Scheduling: 718.694.1075 Maternity / Paternity: 718.694.3043 RTOdailytkp@nyct.com RTOadjustments@nyct.com

subwaysiod@nyct.com

subwaysickunit@nyct.com subwayssickapplications@nyct.com

subwaysfmla@nyct.com retirementunit@nyct.com

subwaysadministration@nyct.com

subwayscheckdistributionunit@nyct.com subwaysdisabilityforms@nyct.com

miscellaneoustimekeeping@nyct.com

SubwaysMAPA@nyct.com

PICK SECTION NUMBERS

T/O Pick Section: 718.694.4292/4237/3172 TW/O Pick Section: 718.694.3288/5417 C/R Pick Section: 718.694.5459/4252/4106

RCC NUMBERS

RCC IRT (A Division): 212.721.4111/4590 RCC B1 (BMT): 212.712.4311/4850

RCC B2 (IND): 212.712.4211/4820 RCC COMMUNICATION DESK: 212.712.4480

OTHER

IVR: 718.694.4552

Crew Office: 347.643.7700

BSC: 646.376.0123

BSC Email: BSCservice@mtabsc.org

Material Control: 212.712.5210

PS 248: 718.613.0448

East 180th Schoolcar: 718.319.5708/5707

DCAS: 212.669.1357

Open Competitive Exams: 347.643.8198 Promotional Exams: 347.643.8307/8523

Employment Center: 347.643.7413

Chaplains Office: 347.643.7380 Pass Unit: 347.643.8317/8314/8310 MAC 24 Hour Lab: 347.643.8282

MAC 1: 347.643.8274

Uniforms: 844.682.8647 Saf-Gard Boots: 855.331.1117 NYCERS: 347.643.3000

M3 Benefits Administrator: 877.456.3428

Aetna: 855.824.5349 Healthplex: 844.898.4759 GVS: 855.653.0584 Empower: 877.756.4682

Empower: 877.756.4682 Union Hall: 212.873.6000

130 Livingston Street Reps: 718.694.5824/4168 2 Broadway Reps: 646.252.2925/2996/5549 Union Assistance Program(UAP): 212.736.3579

100

Training & Upgrade Fund: 718.780.8700 MAC 3 (207 Yard): 212.544.3171/3172

MAC 5 (CIYD): 718.714.3123/3124

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TO REPLACE DEFECTIVE OF DAMAGED

SAFETY FOOTWEAR

PROVIDE THE FOLLOWING TO YOUR LINE MANAGER

FULL NAME:

TITLE:

JOB:

PASS:

BSC:

RC:

TAKE PICTURES OF THE DEFECT OR DAMAGE AND THE LABEL ON THE TONGUE TAG

Thinking of Retiring? WORK RETIREMENT

When getting ready to retire, most members first inquire as to the amount of pension they will receive. But a close second should be the Medical Benefits you will have in retirement.

Thanks to the TWU Local 100 contract, retirees enjoy coverage almost identical to when active. This is what your retiree medical benefits are:

✓ If you retire with 10 or more years of service at age 62 or older, you will retain your medical and prescription benefits until you reach age 65 or become eligible for Medicare for other reasons.Retirees do not receive TA-provided dental benefits. Vision benefits will revert to the pre-5/21/14 benefits. (Retiree dental plans are available via COBRA or the TWU Retiree Association.)

✓ If a retiree who dies is survived by a spouse/domestic partner, the spouse/domestic partner will be provided health care coverage at no cost until Medicare eligible. If the retiree is also survived by one or more minor child(ren), the child(ren) will be covered until the earlier of (1.) when the surviving spouse/domestic partner becomes Medicare eligible or (2.) the end of the month of their 26th birthday.

✓ If a retiree who dies and is survived only by one or more minor child{ren}, they will only be provided CO-BRA coverage for the 12 months at no cost. The child{ren} may elect COBRA coverage for the remaining 24 months provided that they pay for this coverage.

✓ If you are already age 65, you must apply for Medicare Part B three months before you retire. If you retire before age 65, you must apply for Medicare Part B three months before you 65th birthday, or when you become eligible for Medicare for other reasons. Once you are retired and enrolled in Part B you will get your choice among three different medical plans for Medicare-aged retirees. You will also become eligible for improved prescription benefits.

TWU Local 100 Retirees Association 195 Montague St. (3rd Floor) Brooklyn, NY 11201





THE NEW RTO



NYCERS

NYC EMPLOYEES' RETIREMENT SYSTEM

Missing Pension Credit For Time Worked In Transit

One year before you plan to retire, you should get your complete service record from NYCERS. (You can now request your complete service record through the MyNYCERS app.) If you find that you are missing time that you think you should be credited for, request your Roster Card from the BSC. Email all 3 BSC representatives. (See box below.) Once you have a Roster Card from the BSC then submit this to NYCERS so they can review. Once any additional eligible time is entered into your service record at NYCERS, it may turn out to

be time you already paid pension contributions on. If not, you may then have a deficit in your pension contributions. If you think you have a deficit, before you retire, request from NYCERS a deficit letter telling you how much you would have to pay to get pension credit for that time. Alternatively, if you are missing the days or weeks between your start date in transit and the day you were entered into NYCERS records, file a Buyback form (#241) for that time.

ROSTER CARD REQUESTS

Information to send by email:

- Full name
- Transit Hire Date
- BSC ID
- Complete Social Security Number
- · Missing dates in question

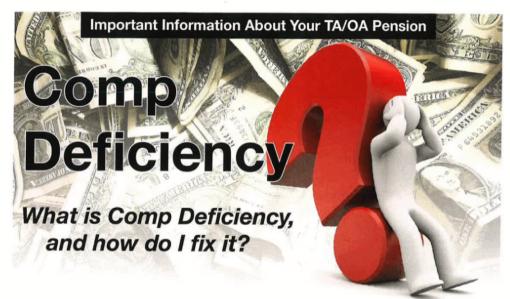
Please note that roster cards are only received on Wednesday; you must get your request in by the prior Tuesday so you can be on the list for Wednesday's retrieval.

Email to:

Lateya James lateya.james@nyct.com

Mail your Roster Card with your NYCERS # to

NYCERS 30-30 47th Ave 10th Floor Long Island City, NY 11101



If you ever had the misfortune of being Injured On Duty, then you know that while you were out of work recovering from your injuries, you collected two checks to equal your normal paycheck. One check was a comp differential check, paid by the Authority, from which a pension contribution was deducted.

The other check was a TA/OA Workers Compensation check, from which no pension contribution was taken -- therefore making a portion of your IOD period non-pensionable. That period of time is referred to as "comp deficiency."

You must make up this deficiency for your time to be fully credited.

You could wait until you are ready to retire to address this problem, but we recommend that you settle It NOW, as the Pension Plans (TA and OA) will charge you 5 percent interest until the deficit is settled. If you think you fall into this category, or even if you're not sure, don't wait until retirement to find out.

TA members should call NYCERS at 347-643-3000.

OA members should call the MABSTOA Pension Office at 646-376-0123.



TWU Local 100 Retirees Association 195 Montague St. (3rd Floor), Brooklyn, NY 11201



THE NEW RTO



NYCERS

NYC EMPLOYEES' RETIREMENT SYSTEM

Getting Pension Credit for Workers Comp Time

If you were out on Workers Comp and the Authority did not successfully controvert your case, you are entitled to credit for that time, provided you make good on your pension contributions for that time. To get that credit, reach out to your workers compensation case examiner or manager. They need to supply you with your Case History Report. Make sure you have your TA carrier # and/or WCB# available.

Emails are preferred
(your examiner or manager email is
First name.Last name@nyct.com)
Make sure you request your entire case history
for all claims throughout your employment.

Mail your case history report along with your NYCERS # to

NYCERS 30-30 47th Ave 10th Floor Long Island City, NY 11101

Once your Workers Comp time is on record at NYCERS, you will have a deficit in your pension contributions. Ask NYCERS for a deficit letter telling you how much you would have to pay to get pension credit for that time.



SATURDAY AUG. 10, 2024 NOON-6PM

SCAN QR CODE TO REGISTER



FOR MORE INFORMATION CONTACT

BERLINDA PEEK 347.546.7896

MICHAEL TAYLOR 347.489.5433

KENNETH RIVERA 718.755.2354

CHRISTINA INNISS 347.338.8140



TRANSPORT WORKERS UNION - LOCAL 100 CHANGE OF RESIDENCE

SS#:		Pass#:			
Name:		Title:	Dept:		
New Address:					
		Apt. #			
City		State	Zip Code		
New Telephone#: ()					
E-Mail Address:					
Old Address:					
			Apt. #:		
City		State	Zip Code		
Effective date:					
		FFICE USE ON	NLY		
Taken by:	Date Submitted:				
-		-			
Date Entered:	D	ate Forwarded			
Card Update:					
Initial, Forward					
General Office Initial and Forward		General Office Copy and Forward			
□ F.R.		Retirees Asso	c.		
□ K.S.		Member Serv	ices		
		Other:			

Please return this notice to the Transport Workers Union General Office at 195 Montague Street, Brooklyn, NY 11201, or you may fax it to (212) 245-4102



A Message from Your Union Officers

Owe Back Dues? Get Paid Up Quick & Easy

TWU Local 100 members who are in dues arrears now have a simple and relatively painless way to restore good standing membership.

On filling out this form which is now being carried into the field by union representatives and your elected officers, the MTA will begin double dues deductions each check until you are paid off. A member signature, pass number, and social security number validates the form. Restoring your good standing membership is especially important now, as we hold the line against contract. Taking a stand in the street, on the airwaves, and in court costs money: that's why it's so important for every member in bad standing to get right with the union today. And now it's easy. Double up and pay it off!

Call the union hall at 212-873-6000, extension 2083, to find out how much you owe if you don't already know. Then fill out, sign the form, and return it in to the union hall, either by mail or in a sealed envelope to your rep or officer.

social security number validates	today. And now it's easy. Double up	envelope to your rep or officer.
the form. Restoring your good	and pay it off!	
		-
VOLUNTARY AUTHOR	RIZATION FOR PAYROLL DED	DUCTION OF BACK DUES
For Trans	port Workers Union of America, Local	100, AFL-CIO
, (came)	,hereby acknowledge that I have been	notified that I am in arrears on my dues
obligation in the amount of \$	due to TWU, Local 100. (Call 212-873-6	3000 ext. 2083 to find out how much you owe.)
Authority, or MTA Bus Company (hereina equal to my regular dues deduction, for the (hereinafter "Union"). The deduction will full regular dues deduction, should a less I have additional arrearages. In signing this request and authorization, WAIVE any right I may have now or in the or any failure to make any additional dedu I acknowledge that I may revoke this auth	orization for additional dues deductions by sending. Treasurer. Such authorization shall be terminated	payroll period, an additional dues deduction to the Transport Workers Union Local 100 e for an amount less than a d such additional deductions shall cease unless imployer making such deductions, I HEREBY ind/or its agents for either any deductions made g a written request to cease such deductions to
Date:	Badge No. or Pass:	SSN
Division or Department :		
Print Name:		
Address:		
Signature:		Give to a Union Represenative or
Sign in Ink Only		GIFC to a Cilion Representative of

TWU 100 SUPPLEMENTAL BENEFIT PROGRAMS



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HELPING TO PROTECT THE PEOPLE AND THINGS YOU **CARE ABOUT THE MOST!**

OFFICE OF THE ADMINISTRATOR FOR CLAIMS OR SERVICE CALL 877.456.3428





SERVICE REPRESENTATIVES

STEVEN BORELLA 201.414.4836 STEVE@M3TECH.COM

GARY LEFF 914.715.1693 GARY@M3TECH.COM

MARINA SHAW 201.600.8649 MARINAS@M3TECH.COM