

**NEW YORK CITY TRANSIT
DIVISION OF TRACK**

2021 TRACK PICK

REVISED

TO: All Concerned

FROM: Charlene Welch, Labor Planning and Picks, Maintenance of Way, TRACK

SUBJECT: **REVISED – 2021 TRACK PICK PROCEDURES**

In order to establish a clear set of guidelines for the pick, the following procedures will be in effect, in addition to the standard rules listed within the pick:

1. The pick will run on consecutive days starting at 8:30 AM. There will be no picking Saturday, Sunday and Holidays.
2. All employees will, as in all prior picks, be allowed five minutes to select a job. It is recommended that five (5) possible selections be made before coming into the pick room.
3. Employees not present when their name is called will be allowed a five-minute grace period. If not present, after the grace period, the employee will be assigned.
"THERE WILL BE NO EXCEPTIONS."
4. The entire pick will be posted outside the pick room during all hours of the pick process. Jobs will be crossed off as soon as possible after they are picked. Those jobs selected from previous days will be crossed out.
5. Employees will be scheduled in groups starting at 8:30 AM; (They are expected to be PRESENT at their group time. The last group will be scheduled at 1:00 PM. All employees will be required to bring their "NYC TRANSIT PASS" AND required CDL CREDENTIALS.
6. Supervision is reminded that they must release an employee in sufficient time to arrive at the Pick according to the schedule.
7. The Sub-Divisions are reminded not to prepare any G-46's for Permanent Restricted Duty personnel once the Pick starts.
8. The pick will be held at WEST 4th ST., NE middle level mezzanine on the "A", "B", "C", "D", "E" and "F" line.
9. Employees **must** be in a **full work** status or permanent restricted duty and present a transit pass to be eligible to pick. Employees who have **filed** for retirement **or** have not been in a work status for **30 days** or more will NOT be permitted to pick or be assigned. They will, upon return to a full duty active status, be assigned to available open jobs.

EXCEPTION: EMPLOYEES WHO ARE OUT S.C.I. WHO PROVIDE PROOF OF A JOINT AGREEMENT FROM THEIR PERSONAL PHYSICIAN AND WHOSE RETURN DATE IS PRIOR TO THE CHANGEOVER, WILL BE PERMITTED TO PICK. **ANY FAILURE TO REPORT TO PICKED JOB AND MAINTAIN ATTENDANCE WILL RESULT IN THE JOB BEING BID.** WHEN EMPLOYEES RETURN TO FULL DUTY, THEY WILL BE ASSIGNED. The above guidelines will apply to all concerned.

****RE CDL's: AT THE TIME OF JOB SELECTION, EMPLOYEES MUST PRESENT ALL REQUIRED LICENSES AND POSSESS ALL TRAINING QUALIFICATIONS, ETC. THERE WILL BE NO EXCEPTIONS!!!**

**DIVISION OF TRACK TIME SCHEDULE FOR THE 2021 PICK
N O T I C E**

ALL EMPLOYEES ARE REQUIRED TO REPORT PROMPTLY IN ACCORDANCE WITH THE SCHEDULE BELOW. EMPLOYEES ARE TO BE PREPARED TO MAKE IMMEDIATE SELECTION OF JOB ASSIGNMENT.

(MONDAY, AUGUST 16, 2021)

8:30 AM TRACK WORKERS #1 THRU SENIORITY #50

10:00 AM TRACK WORKERS #51 THRU SENIORITY #101

11:00 AM TRACK WORKERS SENIORITY #102 THRU SENIORITY #150

12 PM LUNCH

1:00 PM TRACK WORKERS #151 THRU SENIORITY #200

(TUESDAY, AUGUST 17, 2021)

8:30 AM TRACK WORKERS SENIORITY #201 THRU SENIORITY #250

9:30 AM TRACK WORKERS SENIORITY #251 THRU SENIORITY #301

10:30 AM TRACK WORKERS SENIORITY #302 THRU SENIORITY #352

12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #353 THRU SENIORITY #403

(WEDNESDAY, AUGUST 18, 2021)

8:30 AM TRACK WORKERS SENIORITY #404 THRU SENIORITY #454

9:30 AM TRACK WORKERS SENIORITY #455 THRU SENIORITY #505

10:30 AM TRACK WORKERS SENIORITY #506 THRU SENIORITY #556

12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #557 THRU SENIORITY #607

(THURSDAY, AUGUST 19, 2021)

8:30 AM TRACK WORKERS SENIORITY #608 THRU SENIORITY #658

9:30 AM TRACK WORKERS SENIORITY #659 THRU SENIORITY #709

10:30 AM TRACK WORKERS SENIORITY #710 THRU SENIORITY #760

12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #761 THRU SENIORITY #811

(FRIDAY, AUGUST 20, 2021)

8:30 AM TRACK WORKERS SENIORITY #812 THRU SENIORITY #862

9:30 AM TRACK WORKERS SENIORITY #863 THRU SENIORITY #912

10:30 AM TRACK WORKERS SENIORITY #913 THRU SENIORITY #963

12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #964 THRU SENIORITY #1014

**DIVISION OF TRACK TIME SCHEDULE FOR THE 2021 PICK
N O T I C E**

(MONDAY, AUGUST 23, 2021)

8:30 AM TRACK WORKERS SENIORITY #1015 THRU SENIORITY #1065
9:30 AM TRACK WORKERS SENIORITY #1066 THRU SENIORITY #1116
10:30 AM TRACK WORKERS SENIORITY #1117 THRU SENIORITY #1167

12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #1168 THRU SENIORITY #1218

(TUESDAY, AUGUST 24, 2021)

8:30 AM TRACK WORKERS SENIORITY #1219 THRU SENIORITY #1269
9:30 AM TRACK WORKERS SENIORITY #1270 THRU SENIORITY #1320
10:30 AM TRACK WORKERS SENIORITY #1321 THRU SENIORITY #1371

12 PM LUNCH

1:00 PM **TRACK EQUIPMENT MAINTAINER SENIORITY** #1 THRU SENIORITY #50

ALL EMPLOYEES ARE REQUIRED TO REPORT PROMPTLY IN ACCORDANCE WITH THE SCHEDULE BELOW. EMPLOYEES ARE TO BE PREPARED TO MAKE IMMEDIATE SELECTION OF JOB ASSIGNMENT.

(WEDNESDAY, AUGUST 25, 2021)

8:30 AM TRACK WORKERS SENIORITY # 1372 THRU SENIORITY #1422
9:30 AM TRACK WORKERS SENIORITY # 1423 THRU SENIORITY #1473
10:30 AM TRACK WORKERS SENIORITY #1474 THRU SENIORITY #1524

12 PM LUNCH

1:00 PM **TRACK EQUIPMENT MAINTAINER SENIORITY** #51 THRU SENIORITY #100

(THURSDAY, AUGUST 26, 2021)

8:30 AM TRACK WORKERS SENIORITY #1525 THRU SENIORITY #1575
9:30 AM TRACK WORKERS SENIORITY # 1576 THRU SENIORITY #1626
10:30 AM TRACK WORKERS SENIORITY #1627 THRU SENIORITY #1677

12 PM LUNCH

1:00 PM **TRACK EQUIPMENT MAINTAINER SENIORITY** #101 THRU SENIORITY #FINISH

(FRIDAY, AUGUST 27, 2021)

8:30 AM TRACK WORKERS SENIORITY #1678 THRU SENIORITY #1728
9:30 AM TRACK WORKERS SENIORITY #1729 THRU SENIORITY #1779
10:30 AM TRACK WORKERS SENIORITY #1780 THRU SENIORITY #1827

12 PM LUNCH

*******KEZAVA DISCLAIMER*******

PLEASE NOTE THIS IS A NEW COMPUTERIZED PICK SYSTEM THAT IS NOT FULLY IMPLEMENTED. FULL IMPLEMENTATION IS TO BE DETERMINED.

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 selections. Employees will make their pick selections based on the posted pick book. The pick staff will enter the employees pick selections into the Kezava system.