

Transit Supervisors Organization-Local 106

MTA Bus Transportation

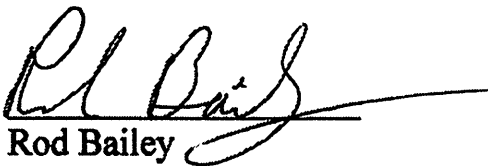
Overtime Request Policy & Procedure

June 17, 2022

The following policy and procedure are being issued to clarify how overtime in the MTA Bus Division is requested, distributed and recorded. This policy applies to all Overtime, Unscheduled Overtime and Shuttle Work.

1. Any member requesting overtime will be required to sign the overtime request sheet (or book BCC). The sign-up sheets will be located in the Crew or General dispatch office. Any member who has a picked foot post or a picked mobile that does not come to the depot will be required to call the Shop Steward or Shop Steward's designee, Crew office or General dispatch office to be put on the sign-up sheet.
2. When signing up or being put onto sign-up sheet, you can specify your choice by checking the A.M. or P.M. box or both boxes. If you have a specific choice or preference, you will utilize the comment box.
3. The Overtime list will be prepared and updated by the Shop Steward or the Shop Steward's designee.
4. The Overtime sheet will be posted or placed on a clip board in the Crew or General dispatcher's office (or both offices).
5. The Overtime sheets will be posted for a two (2) week period. If there is a case when a person is on vacation for three (3) four (4) or five (5) weeks that person should notify the Shop Steward or Shop Steward's Designee.
6. The person with the least number of Marks will be placed on the Overtime List in seniority order. If there is a tie, then seniority will be the deciding factor.

7. If a person accepts an overtime assignment and then cancels the accepted work, the person will be charged a Mark.
8. New dispatchers coming into the unit after the pick starts will be given the same number of Marks as the person with the highest number of Marks.
9. The same Policy and Procedures will apply to signing the A.M. or P.M. X-Piece sheets.
10. Any person signing the Overtime Sheet that is not RDO will go behind any person that is RDO.

A handwritten signature in black ink, appearing to read 'Rod Bailey', with a long horizontal flourish extending to the right.

Rod Bailey
Chairperson
TSO-Local 106