

POLICY AND PROCEDURES

MAINTENANCE OVERTIME POLICY

I. Employee availability:

- A) An employee must first sign on his or her regular shift, then they must indicate other shifts of their choice.
- B) An employee can sign up as early as seven (7) days in advance of their desired overtime date.
- C) An employee must sign up at least by the middle of their shift before the overtime is required.

The deadline will be:

12:00 Noon 1st shift
8:00 P.M. 2nd shift
3:00 A.M. 3rd shift

- D) Each employee will fill out the following information:

Name and clock number
Classification
Job title
Telephone number
Check if off day
Their shift and other shifts of their choice.

II. Employee eligibility for four (4) or more hours of overtime:

- A) Eligibility will be determined by:
 - 1) job classification
 - 2) seniority rotation *
 - 3) qualifications.

with off-day employees selected first from the shift on which the overtime is needed, after exhausting this step, employees from the prior shift, who have signed the book will be eligible for the overtime.

Note: This paragraph revised 1/28/83 by agreement between Union Counsel and Maintenance Management.

* Current seniority list

- B) When eight (8) hours overtime is required, an employee only willing to work less than eight hours is not eligible, unless it is not possible for him or her to work the full eight (8) hours due to his or her shift schedule. They must have also signed the sign-up sheet within the allotted time.
- C) When less than four (4) hours overtime is required, eligibility will be determined by:
- 1) job classification
 - 2) seniority rotation *
 - 3) qualifications
- with employees from the prior shift selected first -- provided they have signed the sign-up sheet within the allotted time.
- D) Hold-over overtime for the completion of a specific Mechanical, Body Shop, or Building Maintenance job that must be completed, will be offered to the individual involved in the job, at the supervisor's discretion -- for the period of no more than three (3) hours and fifty-nine (59) minutes. Upon completion of this job, individual's time is to be stopped. All overtime for service work eligibility, will come from overtime book.
- E) A supervisor asking for overtime will inform the individual of the type of work to be performed and approximate amount of time.
- F) Employees who commit themselves to work overtime, (this doesn't mean signing the sign-up sheet, but accepts overtime when asked) and fails to report on time and/or fails to report to work, will be treated in the same manner as a "tardy" or "absentee" from a regular work day.
- G) Every effort to announce overtime for weekend work, (Body Shop, Main Shop, Building Maintenance) will be announced by Thursday, noon (12:00) for the following weekend. This is for planned overtime only. As situations develop which cannot be planned, this time frame cannot be used.
- H) An employee that is passed over for overtime, as per this agreement, will be paid at time and one half for hours he or she would have worked.

* Current seniority list

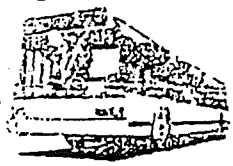
111 OVERTIME DISPOSITION

- A) Supervisor must fill in information on time asked.
- B) Supervisor must fill in information on disposition of call, refused or acceptance, and number of hours. Supervisor must initial at the time of acceptance or refusal.
- C) Supervisor asking employees for overtime for the following day or days, and does not get an answer within thirty (30) minutes, is to mark disposition as refused, with time and supervisor's initials.

Anthony M. M... 2/20/82
General Manager | Date

Robert H. ... 3-1-82
Union President | Date

/js



en
ity
Metro
Northwest Ohio Regional
Transit Authority

MEMO

TO: All Maintenance Employees
FROM: *Bill Leisen*
Bill Leisen
DATE: March 2, 1985
REF: MAINTENANCE OVERTIME POLICY

After a great deal of discussion with your representatives and our management team, we have mutually determined that the following clarifications are needed to insure everyone fully understands the intent of our 1982 Overtime Agreement and to provide step-by-step instruction in determining overtime personnel to be used.

Ref. para. 1.D.: Circle one, two, or three desired shifts in the overtime book. All information must be completed or the employee will not be selected for overtime. If the employee does not have a phone, indicate "none". These employees will be asked only if the requirement for overtime becomes known during his work shift.

Ref. para. 2.A.: Step by step procedures to accomplish provisions of this paragraph are as follows:

1. As soon as the requirement for overtime becomes known, determine the shift, classification (pay rate and job title) of the position that would normally perform this work
2. Check all off days, shift required personnel to see if anyone holds the same classification as the requirement. Select the individual who is next in seniority/rotation (has gone the longest time without being asked)
3. If no off day, same shift individual holds the needed classification but others are signed-up in the overtime book, select the individual in the book on the basis of seniority/rotation (has gone the longest without being asked) and who is qualified (qualified means being able to do the specific required task)

4. If no off day, same shift personnel in the book have the classification or are qualified, select an individual in the book who holds the classification on the basis of seniority/rotation in the following sequence:

preceeding shift, Regular and Off Day
succeeding shift, Regular and Off Day

5. If the requirement still is not satisfied, select a qualified individual in the book on the basis of seniority/rotation in the following sequence:

preceeding shift, Regular and Off Day
succeeding shift, Regular and Off Day

6. When the overtime book is exhausted and the requirement is still not satisfied, selection of individuals will be at management discretion.

Ref. para. 2.C.: Use the same procedure as in para. 2.A. except:

1. First select personnel with the needed classification from the prior shift. If the requirement is not satisfied, select personnel with the classification from the succeeding shift.
2. If no one with the needed classification is found but others are signed up, select the individual who is the most senior, has gone the longest without being asked to work, and is qualified. First from the prior shift and secondly from the succeeding shift.
3. If the overtime book is exhausted, selection of individuals is at management discretion.

Individuals picking a new position will enter at the bottom of the seniority rotation.

Maximum rotation time for overtime consideration is 60 days.



City Metro
Southwest Ohio Regional
Transit Authority

March 3, 1987

Mr. Robert Baker, President
Amalgamated Transit Union
Local 627
307 Schwartz Building
906 Main Street
Cincinnati, Ohio 45202

Ref: Overtime Procedure

I propose we add the following to the overtime procedures:

Whenever the work center overtime book is exhausted, others in that work center not signed-up and readily available will be asked. If the requirements still can not be met, employees from other work centers will be asked who are signed-up in their respective overtime books and are not needed by their respective work centers to work overtime.

The following sequence will be used:

WORK CENTER NEEDING OVERTIME	1ST CHOICE	2ND CHOICE	3RD CHOICE	4TH CHOICE	5TH CHOICE
QUEENSGATE GARAGE	BOND HILL	MAIN SHOP	BODY SHOP	BLDG. MAINT.	STOREROOM
BOND HILL GARAGE	QUEENSGATE	MAIN SHOP	BODY SHOP	BLDG. MAINT.	STOREROOM
MAIN SHOP	QUEENSGATE	BOND HILL	BODY SHOP	BLDG. MAINT.	STOREROOM
BODY SHOP	MAIN SHOP	QUEENSGATE	BOND HILL	BLDG. MAINT.	STOREROOM
STOREROOM	MAIN SHOP	QUEENSGATE	BODY SHOP	BOND HILL	BLDG. MAINT.
BUILDING MAINT.	QUEENSGATE	BOND HILL	MAIN SHOP	BODY SHOP	STOREROOM

BL/rmb

Six East Fourth Street
Cincinnati, Ohio 45202
513/621-0460

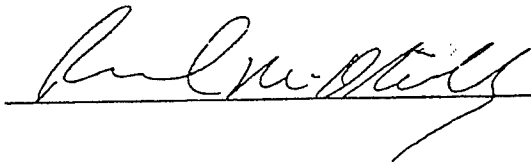
Bill [Signature]



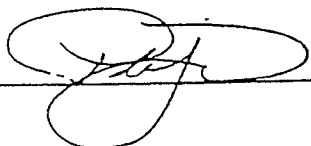
CLARIFICATION/AGREEMENT
SPOTTER AND REPAIRMAN/SPOTTER JOBS
PRIMARY SPOTTING DUTIES AND OVERTIME ELIGIBILITY
AUGUST 20, 1993

The following clarification and agreement between ATU local 627 and SORTA is made to resolve outstanding issues reference overtime rotation in spotting assignments in the maintenance areas.

1. All Spotter jobs, job number 88-4, will be abolished -- a total of 6 current positions.
2. These abolished jobs will be reposted as Repairman/Spotter jobs, job number 88-5. These jobs will be marked with an "S" next to the pick number, indicating that these jobs will be the primary spotters when on duty. During each annual maintenance pick, the Repairman/Spotter job picks that will be the primary spotters will be marked as such with the "S".
3. Effective immediately upon these reposted jobs being filled, all Repairman/Spotter jobs will be considered as the same classification for the purpose of determining overtime assignments for Spotter, Repairman, or Repairman/Spotter requirements.

Signed: 

Date: 8/24/93

Signed: 

Date: 8/25/93



December 6, 1988

Special Agreement Pertaining to Application
of Overtime Agreement During Neoplan
Training Classes Beginning December 1988

Management will determine overtime requirements for any shift affected by persons being scheduled for training.

For persons scheduled to four or more days of training classes during one week, off-days for the week shall be considered to be Sunday/Saturday. On Sunday/Saturday of the week of training, persons will be considered for overtime on their original shift, per the Overtime Agreement.

When such a second or third shift person is required to attend training courses on first shift, the person will be considered first on seniority rotation for overtime if the vacancy in his classification is filled on their regular shift.

A person who is in training is not to be considered eligible for overtime at the time he is scheduled to be attending class.

If 3 days or less training is scheduled, a person will be permitted to work their shift and go to school. If less than 8 hours training is scheduled, an employee may be required to work their shift unless training is scheduled on their shift.

Robert H. Baker

ATU Division 627

Robert H. Baker, President

Eugene P. Mey

Henry Caser

E. C. Feltz

The Metro is a non profit
public service of
Southwest Ohio Regional
Transit Authority

Dave G. Smith

SORTA - METRO

Dave G. Smith,

AGM-Operations

Bill Lee



Revised Maintenance Overtime Policy – Modification

ADDENDUM

June 21, 2013

This addendum to the current Maintenance overtime agreement is the result of a series of meetings between Metro's maintenance management team and the ATU Local 627 team. Each section represents the mutually agreed upon changes from those meetings.

SECTION I

On February 8, 2012, a meeting was held between Metro's maintenance management team and the ATU Local 627 team to discuss some modifications to the 1982 Maintenance Overtime Policy agreement and the 1985 clarification document from Bill Leisen. These two documents have been the guiding policy documents to date. The following has been mutually agreed upon:

1. All maintenance department employees will be eligible to work all of their off days prior to and after a 40 hour week of vacation, provided they are properly signed up in the overtime book.
2. All maintenance department employees will be permitted to sign up for overtime while on vacation or on their off days, but are ineligible to work while on any particular day of vacation.
3. Reference Section II B of the 1982 Agreement: REVISED LANGUAGE for Section II B:
 - When eight (8) hours of overtime is required, an employee only willing to work less than eight hours is not eligible, unless it is not possible for him or her to work the full eight (8) hours due to his or her shift schedule. *If an employee is unable to work the full 8 hours due to his or her shift schedule, the following will apply concerning eligibility for the needed overtime:*
 - a. *All employees that are able to work a minimum of 7 hours will be considered first, as eligible for the needed overtime, provided they are properly signed up in the overtime book.*
 - b. *When the overtime book has been exhausted of all employees that are able to work the minimum of 7 hours for the needed overtime, then employees that are able to work between 4 and 7 hours will be considered as eligible thereafter, provided they are properly signed up in the overtime book.*
 - c. They must have also signed the *overtime book* within the allotted time.

This tentative agreement shall be effective, beginning on February 21, 2012 and will be in effect for a period of 6 months, at which time the parties will meet to discuss any unforeseen issues or unintended consequences that may require modifications to the above revised procedures of the maintenance overtime policy.

SECTION I was signed by Carlos Rowland, Metro's Director of Fleet and Facilities and Troy Miller, ATU Local 627 President on 2-15-12. This Addendum contains the entire content of the Tentative Agreement dated 2-15-12 and therefore supersedes that document. It is included in this addendum, dated 6-22-13, in order to put all recent agreed upon changes into one document.

SECTION II

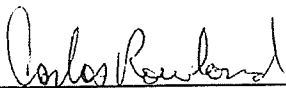
On 9-11-12, a follow up meeting was held between Metro's maintenance management team and the ATU Local 627 team to discuss the progress of the above agreed upon tentative agreement. Metro and ATU agreed that the process in SECTION I was working satisfactorily. The remaining discussion centered on what the maximum number of hours or shifts a person would be able to work consecutively. The following has been mutually agreed upon:

1. The maximum number of consecutive shifts an employee may work is two (2), except in the case of an emergency as declared by SORTA.

SECTION III

On 1-29-13, a follow up meeting was held between Metro's maintenance management team and the ATU Local 627 team to discuss some additional modifications to the Overtime Agreement. The discussion centered around whether or not an employee signing up for overtime on their off day is required to place a check mark above all shifts they are willing to work or if they only have to check above their regular shift. The 1982 and 1985 Overtime Agreement documents are unclear on this matter. The following has been mutually agreed upon:

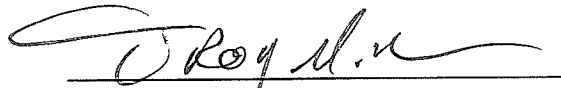
1. All employees signing the overtime book to work on their **OFF DAY** must circle **EACH** shift they are willing to work **AND** place a check mark above **EACH** shift they are willing to work.
2. Employees will be considered **ineligible** to work any **OFF DAY** shift that does not have a **circle AND a check** above it.



Carlos Rowland,
Director of Fleet and Facilities, Metro

6-21-2013


Date



Troy Miller,
President & Business Agent, ATU Local 627

6-25-13

Date



Daron Brown,
QA Manager / Maintenance Superintendent, Metro

6-21-13

Date



Maintenance Overtime Policy – Modifications TENTATIVE AGREEMENT

February 15, 2012

On February 8, 2012, a meeting was held between Metro's maintenance management team and the ATU Local 627 team to discuss some modifications to the 1982 Maintenance Overtime Policy agreement and the 1985 clarification document from Bill Leisen. These two documents have been the guiding policy documents to date. The following has been mutually agreed upon:

1. All maintenance department employees will be eligible to work all of their off days prior to and after a 40 hour week of vacation, provided they are properly signed up in the overtime book.
2. All maintenance department employees will be permitted to sign up for overtime while on vacation or on their off days, but are ineligible to work while on any particular day of vacation.
3. Reference Section II B of the 1982 Agreement: REVISED LANGUAGE for Section II B:
 - When eight (8) hours of overtime is required, an employee only willing to work less than eight hours is not eligible, unless it is not possible for him or her to work the full eight (8) hours due to his or her shift schedule. *If an employee is unable to work the full 8 hours due to his or her shift schedule, the following will apply concerning eligibility for the needed overtime:*
 - a. *All employees that are able to work a minimum of 7 hours will be considered first, as eligible for the needed overtime, provided they are properly signed up in the overtime book.*
 - b. *When the overtime book has been exhausted of all employees that are able to work the minimum of 7 hours for the needed overtime, then employees that are able to work between 4 and 7 hours will be considered as eligible thereafter, provided they are properly signed up in the overtime book.*
 - c. They must have also signed the *overtime book* within the allotted time.

This tentative agreement shall be effective, beginning on February 17, 2012 and will be in effect for a period of 6 months, at which time the parties will meet to discuss any unforeseen issues or unintended consequences that may require modifications to the above revised procedures of the maintenance overtime policy.

Carlos Rowland
Director of Fleet and Facilities, Metro

2-17-12

Date

Troy Miller,
President & Business Agent, ATU Local 627

2/21/12

Date