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Metro Transit Operations

Board Rules

July 23, 2024



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Metro Board Rules

1. The board will be official daily at **3:00 pm** – (listing the work assignments for the following day).
2. The overnight board will be official daily at 9:00 am – listing the work assignments for the overnight board. (note: “evening” and “overnight” are the same for these Board Rules).
3. Runs will be marked on the board in the following order:
 1. Day runs
 2. AM split runs
 3. PM split runs
 4. Late runs
 5. Overnight work
4. Define what run types are for clarification – definition of runs as identified in the side letters mentioned in the fact-finding report.
5. The rotation of extra board operators or extra operators is defined as “rotating daily through all show-up times within their specifically picked or assigned show-up board.” Part-time operators will rotate within their scheduled show up time.
6. For the purposes and functions of the board rules, the revised show-up times and boards are:
 1. AM show-up (show-up times before 12:00 pm):
 - A. 3:00 am – 8:30 am
 - B. 4:00 am – 9:30 am
 - C. 5:00 am – 10:30 am
 2. PM show-up (12:00 pm and 1:00 pm show-up):
 - A. 12:00 pm – 5:30 pm
 - B. 1:00 pm – 6:30 pm
 3. Evening/Overnight show-up (6:30 pm, 8:00 pm, and 11:0 pm show-up)
 - A. 6:30 pm – 12:00 am
 - B. 8:00 pm – 1:30 am
 - C. 11:00 pm – 4:30 am
7. **Additional board rules for evening show-up times:**
 - A. Evening show-up operators (6:30 pm – 4:30 am) may be assigned to PM extras that plug after 12:00 pm.
 - B. Evening show-up (6:30 pm – 4:30 am) will not serve as the “top” of the am extra board. Rather, the primary purpose of evening show-up is to protect the service that plugged prior to midnight and prior to when AM show-up begins.
 - C. Evening show-up operators cannot be used to cover work after the day’s AM show-up has been exhausted, and they cannot be assigned to AM extras for the same day as their evening night show-up.
8. **Rotation of extra board operators:** extra board operators will be brought back in the below listed order based on the assignment for the previous day.
 - A. Operators not operating a regular run paying 8.0 hours or more.
 - B. Operators returning from a regular scheduled day or days off, according to last scheduled days’ work.
 - C. Operators returning from FMLA.

- D. Operators who missed.
- E. Operators who were off sick.
- F. Operators who laid off.
- G. Operators returning from a suspension.
- H. Operators returning from vacation.
- I. Operators returning from paid administrative leave.
- J. Operators newly appointed.
- K. Operators instructed to stay home with 8.0 hours pay.
- L. Operators who had a scheduled run paying 8.0 hours or more, in their place according to the size of the run. (Any operator who fails to complete a full run will drop for what the run pays, as though the operator had worked his assignment).
- M. Operators returning from paid funeral leave.
- N. Operators assigned to miscellaneous work such as sub-clerk will return at the bottom of the list of operators with an 8.0 hour run.

9. Board Errors

- A. Operators will be assigned to the bottom of show up for their respective board. They will be made whole for the run that they were originally assigned to for that day. The newly assigned work will be cut to allow the operator to be off at the same time.
- B. If the operator was on a hold down, they will go to the bottom of show up for the remainder of the week and they will be made whole for the difference in their work.
- C. The operator who will be available for assignment for the same time frame for which their hold down was assigned.

10. Show up

- A. Operators assigned to show up must report to the dispatch clerk, in full uniform, on or before the posted show up time. No one assigned to show up is permitted to leave the building without the permission of the clerk dispatching runs.
- B. Full runs will be assigned from the top of the show up list on down, according to the plug time.
- C. All other work will be assigned from the bottom of the show up list upward.

11. Show up on off day

- A. Operators serving show up on an off day will be used the same as regular operators serving show up.
- B. On show up, on an off day, the top operator will be used for full runs first.
- C. The bottom off day operator on show up will be used for incomplete work.
- D. Once show up is over, an off-day operator reverts back to being classified as an off-day operator.
- E. Once show up is over, an operator working their regularly scheduled workday on show up, that did not catch out, will be assigned to the largest available open piece of work before an off-day operator serving show up.

- F. Once show up is over, and an operator reverts back to being classified as an off-day operator, who ever signed the off-day book first, will be assigned to the highest paying piece of open work possible.
- G. The use of off day operators who are on show-up and runs. You must call those off day operators in the book who were not used before you allow off day operators on both runs and show-up run any additional extra work.
- H. Any board operator that calls in running late and serves show up and is assigned any piece of work will not be assessed an unexcused absence for that day.

12. Early AM show up

- A. Starting time for early AM show up will be at the discretion of the Senior Division Manager at either operating division and the Union Representative.

13. PM show up

- A. PM show up will start at 12:00 PM and end at 5:30 PM.; start at, 1:00 PM, and will end at 6:30 PM
- B. Any operator on show up catching extra work which returns him or her to the Division before show up is over, will return to show up.
- C. If an operator is on PM show up and catches a stub-end when they complete that stub- end they are finished for the day, unless they are assigned a picked extra at the time they catch the stub-end. However, if an extra is open when the operator returns to the garage and he or she is the only operator available other than the last show-up person, he or she can be assigned the extra.

14. Late Runs

- A. An operator with a regular picked late run who lays off sick after 2:00 PM must call back between 7:00 AM and 7:45 AM on the next day if he or she wants to work that day.

15. Reds and Bengals Service

- A. An operator dropping for extras, will not be used for this service except when no other operator is available.
- B. An operator who misses or is late in reporting for work will not be assigned to an to Reds or Bengals Service except when no other operators are available.
- C. Reds and Bengals Service will be given first to operators on combination work and then assigned in the following order:
 - 1. Extra Board Operators on day runs.
 - 2. Regular operators on day runs.
 - 3. Extra Board Operators on split runs.
 - 4. Regular operators on split runs.
 - 5. Operators on off days.
- D. In assigning Reds and Bengals Service the Senior Division Manager and the Union Representative of each Division will work out assignment procedures

16. Overtime work

*Note's left for overtime work (i.e., incomplete runs or extras will be honored as follows):

- A. Operators must submit notes at the plug time of their first assignment.
- B. Operators cannot call-in later in the day to leave a note.
- C. Notes left later in the day will not be honored until the Notes left properly are exhausted.
- D. In order for a note to be considered "left properly", a Note must be time-stamped by a Clerk.
- E. The following order of Entitlement will be on a First In – First Out basis:
 1. Extra Board Operators.
 2. Regular and Hold Down Operators.
 3. Operators working in sub positions (i.e., Clerks, Dispatchers, Instructors, Supervisors, and Operator Trainers).
 4. Operators on Off Days.
- F. The first operator "in" – according to the operator's end time – will be assigned to the first piece of work going "out."
- G. Work will be assigned by off-time, meaning there will be no over-lapping of work. The Operator must be available to complete the work. The Operator will be available to complete the work based on the pull in time for their last revenue trip.
- H. Notes that are left by Operators at a Division for work at that same Division must be exhausted before using a Note from another garage.
- I. In responding to a call to be assigned open work, Clerks will give a five-minute grace period to Operators who have already completed their assignment/assignments for that day.
- J. If an operator is on their assigned work the clerk must have dispatch, contact the operator to offer the assignment.
- K. *Note: 5-minute grace period still applies – Is this still needed?
- L. If an Operator that left a Note for overtime work declines an assignment, their Note is no longer eligible. It will not be moved to the bottom for later consideration.
- M. When leaving a Note, an Operator must provide the following information:
 1. Date
 2. Name or Badge #
 3. Plug Time
 4. Off Time
 5. Operator Type (Sub, Regular, or Off Day)
- N. No other specific information, even if it is provided on the note, will be considered by the Clerk.
- O. If an Operator has received work through the note process, the Operator will not be considered for additional work that day until all other properly filed Notes have been exhausted.
- P. If an operator who has not put in a note wants to work overtime they may be allowed to work if there is an operational need as determined by management. If allowed to work, the off-day operator will be placed on show-up and will fall for the work in the order for which they have been assigned to show-up

17. Transferring coaches

- A. T.C.'s cannot be placed on the board and will be run on a first come first serve basis. If two operators come in at the same time, then the TC will be assigned by seniority.

18. Misses

- A. Extra Board Operators having missed and reported to their division may be placed on show up, assigned to an open piece of work or released for the day as circumstance warrant. Regular operators have the option of serving show up.
- B. An operator failing to report within two (2) hours of a miss will be suspended one (1) day.
- C. Operators reporting back to work must do so before 2:00 PM on the day prior to the date returning.

19. Laid off with permission (LOP)

- A. An operator wanting off on a specific day may sign the “10 day book” starting at 4:00 AM on the tenth (10) day prior to the date wanting off. (Example: may start signing the book at 4:00 A.M. on 12/15 for 12/25).
- B. The book is in the dispatch clerk’s possession at all times.
- C. Signing the book does not assure an operator of being off on the desired day.
- D. Each operator is cautioned to check the board to verify whether he or she is off. The book shall be available to any operator or Union official.

20. Time stoppage

- A. The time for returning to the garage, should stop at the box puller with 5 minutes to park the bus.

21. Clarification of board rule

- A. The board rules state: “Operators having missed and reported to their division may be placed on show-up, assigned to an open piece of work or released for the day as circumstances warrant. Regular operators have the option of serving show-up”.
- B. The clarification is as follows:
 - 1. Assigned to an open piece of work shall mean that the piece of work is open at the time that the person who has missed reports to the division.
 - 2. This could be a case of a person, or an extra being taken off prior to the miss person reporting and used elsewhere according to the board rules such as in the case of a PM show-up person with an AM extra being moved to AM show-up. That persons extra would then be open, and a miss person could be assigned.
 - 3. It is not the intent that once a miss person reports that a person on a piece of work then be taken off and that piece of work then be assigned to the miss person.
 - 4. Open work will be open before the miss person reports at the division.

22. Clarification of procedure

- A. A Person assigned to evening show-up who has an PM extra and misses on the PM extra.
 - 1. Any operator assigned to evening show-up and who misses on a PM extra and misses on the PM pieces of work will if needed on evening Show-up be dropped to last out on the evening show-up at the time of reporting from the PM miss.
 - 2. The show-up person will not hold their place on the evening show-up should they miss on PM extra and will be dropped to last out when reported.
 - 3. A person with an PM extra who is assigned to evening show-up and misses on the PM

extra may be sent home for the day depending on the circumstances.

23. Off Day Procedure

1. Signing off day is on a first come first serve basis.
2. Assigning work will go in numerical order.
3. Off day operators can specify particular open work.
4. Filling board in order or board rules per AM, PM, Overnight board.
5. If particular specified work is not open when your turn in off day book comes up, operator will be skipped.
6. Home garage comes first before next garage is used.
7. Off day operators cannot get more than one piece of work until everybody in off day book was used in accordance with (#5)
8. Any discrepancies will be worked out between VP or Senior Director of Transportation and President/Business Agent of ATU Local 627 or appointed designee.

24. Hold Down Board:

SORTA Qualifying Hold Down Board

1. SORTA shall create a Board for the purpose of covering any open work expected to be five (5) consecutive days or longer in duration (Qualifying Hold Downs). This Board will be known as the Qualifying Hold Down Board.
2. Hold Downs expected to be five (5) consecutive days or longer in duration shall be known as Qualifying Hold Downs. This would include, but not be limited to, vacations of all Operators, including Extra Board Operators.
3. Open work expected to be less than five (5) consecutive days in duration shall be filled by the Extra Board.
4. There will be a Hold Down Board for each garage.
5. Management will determine the number of slots to be available on each Hold Down Board.
6. At pick, if slots are made available, eligible Operators may choose to serve on the Hold Down Board.
7. Operators picking the Hold Down Board in a Division or System Pick shall also pick which Extra Board they would like should it be necessary. Those picking the Hold Down Board shall be referred to as Hold Down Operators for the term of that pick.
8. Assignments for the Hold Down Board shall be assigned in the following manner:
 - a. Hold Down Operators scheduled and attending work on pick day, will pick, in order of seniority, from the available qualifying Hold Downs each week.

- i. Those Hold Down Board Operators not available to pick will be assigned the Qualifying Hold Down they had the previous week if available at their picking position. If the Qualifying Hold Down is no longer available, they will be assigned an available Qualifying Hold Down closest in schedule to the Qualifying Hold Down they held the previous week. If no Qualifying Hold Down is available, the Hold Down Operator will be assigned to the Extra Board they picked until the next Hold Down Board pick period.
- ii. Hold Down Operators may not opt out of picking and must pick a Qualifying Hold Down, if available.
- b. In the event there are more qualifying Hold Downs than there are available Hold Down Operators, those qualifying Hold Downs will be offered and filled from the Extra Board Operators as a Hold Down in accordance with the Board Rules. At the next Hold Down Operator pick, those qualifying Hold Downs will return to Hold Down Operator Pick. If not picked, the Hold Down will then be filled by the Extra Board once again. This process will repeat until such time as the expected duration of the Hold Down is less than five (5) days. At that time, the Hold Down will be filled by the Extra Board.
- c. In the event there are more Hold Down Operators than there are Qualifying Hold Downs and no Qualifying Hold Down is available, the Hold Down Operator will be assigned to the Extra Board they picked until the next Hold Down Board pick period. The following week, the Hold Down Operators assigned to the Extra Board will return to the Hold Down Board.
- d. Hold Down Operators receiving the Qualifying Hold Down relating to vacation coverage of Extra Operators will receive Sunday – Saturday off days for that vacation coverage until the next Hold Down pick period.
- 9. Any Qualifying Hold Down picked, but discontinued or canceled for any reason shall result in the Hold Down Operator being assigned to the Extra Board they picked until the next Hold Down Board pick period. The impacted Hold Down Operator shall receive any daily difference between their incomplete Qualifying Hold Down and the work assigned them on the Extra Board.
- 10. Regularly scheduled Operators who return to work shall return to their picked work even if less than the expected duration.

25. Fatigue Rule

THE FATIGUE RULE

Except at the discretion of Management, no Operator may work within eight (8) hours of their next scheduled report time. However, Operators can work open work up to eight (8) hours prior to their next scheduled report time.

Should an Operator work within eight (8) hours of their next scheduled report time:

1. If the Operator has a report time within eight (8) hours of finishing their open work, the Operator will be required to invoke this Fatigue Rule. Instead of the regularly scheduled plug time, the Operator will be assigned to report eight (8) hours after finishing the open work.
2. The Operator's fatigued work will be assigned to the applicable Sub Board as incomplete work.
3. The Sub Operator assigned to the fatigued work will be required to perform at least ½ trip.
4. Upon reporting at the new report time:
 - a. If the work is a Straight Run:
 - i. The scheduled Operator will relieve the Sub Operator. If the scheduled Operator completes all scheduled work for the day, the Operator will receive run pay for the day.
 - b. If the fatigued work is a Split Run and the first piece still has at least one full trip from a relief point:
 - i. The scheduled Operator will relieve the Sub Operator. If the scheduled Operator completes all scheduled work for the day, the Operator will receive run pay for the day.
 - c. If the fatigued work is a Split Run and the first piece is less than one full trip from a relief point:
 - i. The scheduled Operator will not be required to report until their next scheduled piece. If the scheduled Operator completes all scheduled work for the day, the Operator will remain eligible for all applicable pay guarantees.
5. The intent of the Rule is to provide an Operator in these situations mandatory eight (8) hours off duty.

Other provisions:

6. Open work will be covered first before performing Relief After Eight hours.
7. Management reserves the right to relieve Operators working open work and approaching eight (8) hours of their next scheduled report time, including the use of Part Operators, or terminate the service at their discretion. Should Management terminate the service, Operators will receive the balance of the run pay.
8. All applicable attendance related rules (such as Running Late, Misses, Double Misses, Attendance Policy, etc.) will apply to the new scheduled report time created by the Fatigue Rule.
9. The above Fatigue Rule will apply to Substitute Fare Box Pullers and Substitute Clerks, where applicable.
10. This fatigue rule will supersede any other rule related to fatigue

All fatigued work will be assigned from the bottom of the applicable Sub Board as incomplete for purposes of Show Up. Once the Sub is relieved, if not after the applicable Show Up time is over, they return back on Show Up.

Extra Board Operators

In the event an Extra Board Operator works additional open late work, the following fatigue rules will apply:

1. If an Extra Board Operator has an early show up time/assigned run the next day within eight (8) hours of finishing, the Extra Board Operator will be required to invoke this Fatigue Rule. Instead of their assigned show up/assigned run the Extra Board Operator will be dropped to the bottom of their

respective Extra board Show up report time after 8 hours of relief: AM, PM, Evening (overnight) and will report at their newly assigned plug time.

2. If there is open work available at the end of the Fatigue and, if the work is within the time frame of the respective Extra Board Operators board, the fatigue operator will be assigned work within the guidelines of the current board rules.

3. In the event there is no open work at the end time of the fatigue operators respective board the fatigue operator will receive daily/weekly guarantee for that day.

4. All applicable attendance-related rules (such as Running late, misses, Double misses, attendance policy, etc.)

Off Day Operators

An operator who commits to working off day and is assigned work within eight (8) hours of their next scheduled piece/run the off-day operator will have the choice to remain on the work they are assigned or fatigue to the bottom of the show up time frame of the board the work falls into.

Example:

I sign up to work my off day, my work time ends , I am assigned work within eight (8) hours of my end time. End time is 9:00 PM report time is 3:00 AM. I can fatigue to the bottom of AM show up.

Off Day/Overlapping Work

An off-day operator falling for an assignment that plugs prior to the end time of their current assignment will be required to fatigue for eight (8) hours from the end time of their current assignment. The operator will be assigned a new plug time and will be placed at the bottom of the board (AM, PM, evening) the assignment falls under and will be paid a minimum of two (2) hours in accordance with section 14(d) of the Memorandum of agreement.

Overlapping Work

In the event the operator's new plug time has them reporting after the end time of the board (AM, PM, evening) the assignment falls under, the Operator will be given two (2) options.

A. Report at their new plug time, receive two (2) hours minimum in accordance with section 14 (d) of the Memorandum of agreement.

B. Forgo the new plug time and section 14(d), fatigue to the bottom of the next subsequent board.

Option A or B must be designated when the operator is notified of their newly assigned plug time.

Example:

The newly assigned plug time is 11:00 AM exceeding the end time of the AM board. Option B is invoked, I'm now placed at the bottom of the next subsequent board. In this example the operator is placed at the bottom of the PM board. Operators will not have a choice of which board they wish to fatigue to.

Off Day operators only receive compensation for actual hours worked.

Off Day Guarantee:

Section 14 (d) paragraph (1) of the MOA.