

OPERATOR WORK RULES

Local Union 824

**Updated on
July 10th, 2023**

DAY OFF WORK FOR OPERATORS:

- Day off sheet comes down Thursdays approximately 10:30 am.
- The work is rotated first by dividing it into how many times an operator has worked and then subdivided into seniority.
- Trippers rotate weekly, day off work resets each pick.
- Your day off is counted by how many times total that you have worked overtime on your day off (Not individual days , it is based on the total sum).
- Once the day off list is completed and you want to sign up for overtime, you may , but you will go to the bottom of the list regardless of regular rotation.
- If you miss or make yourself unavailable for work after the Depot has booked your work, you still get charged by the Union as if you worked that day (as in how many times you worked).
- If the Union makes a mistake and you get passed for day off work, you automatically go to the top of the list for the following week, regardless of regular rotation.
- If the company makes a mistake you follow regular grievance procedure.
- Day off work is booked as per quit, unless requested different by seniority list provided by the Union.

General Work pick-Operators:

- 25 members pick each day.
- 5 members pick per hour, starting at 10am - 3pm.
- If you are not going to be present at the garage when it is your turn to pick, you must leave 5 choices. If you do not leave 5 choices you will get passed.
- You must write your choices in the correct column.
Example, if you are picking a general pick plus also a holiday pick you must make sure your choice's are in the correct column. There will be no changes made once it is posted if you wrote them in the incorrect column.
- If the pick is posted before you go on vacation you must leave 5 choices or you will be passed.
- If you get passed, when you finally turn in your pick slip you will be put in ahead of the current group picking, but behind those that passed you.

Sick Hold- Operators:

- If a member is out sick / injured 3 days or more, a person on the extra board only may take a sick hold on that piece of work until the member out sick returns back to their work.
- The work is given as a sick hold to the person with the most seniority on the extra board that wants it.
- Once you take a sick hold you may not give it up until the member returns from being out sick, even if that means the rest of that general pick.

Wall Bids- Operators:

- **At the beginning of a new general pick, if a member does not work their piece of work for 10 working days, that piece of work goes up for bid.**
- **A piece of work that is worked by the original member who picked it never goes up for bid, it only goes up for bid if it was never worked. The Union handles the wall bids.**
- **The piece of work goes up on Monday at 11am and comes down on the 3rd day, Wednesday at 11am. The member it is awarded to begins working it on the following Saturday (the beginning of the new work week).**
- **The work is listed for bid from seniority of the member who is out and down. The work is awarded to the member with the highest eligible seniority. That persons work is then posted on Wednesday at 11am and taken down on Friday at 11am. The same rule applies, they start it on Saturday. The subsequent pieces of work goes up for bid on the same schedule until it trickles all the way down the seniority list.**
- **In the case of the day the piece of work is suppose to come down on a holiday, it is pushed back a day. (Example: If a holiday falls on a Wednesday the wall bid will come down Thursday and then the regular Friday for the subsequent piece. If a holiday falls on the Friday, it will be taken down Monday and then not started until the following Saturday, and subsequent bids as usual.)**

Vacation Relief Board- Operators:

- **It is your responsibility to pick. Check when it is your turn and do not pick ahead of your seniority.**
- **Picking is from 8am to 8pm each day. 4/5 members pick each day. The last person of the day to pick has until 8am the following morning. However, if everyone ahead of you has picked you may pick ahead of your scheduled time.**
- **If you are out sick less than 3 days when it is your time to pick you must call in your choice or you will get passed.**
- **When you are on vacation, you must leave your choices (the amount equal to your number in line) or get passed. You may also call in your choices on that day.**
- **If you bump into a position on the board and it has already chosen a piece of work, you must do that piece of work (for the current week and following week if it has already been chosen).**
- **You may choose to have your bump go into effect the next day or following Saturday.**
- **If you get bumped you do not automatically move down. You have the option to come off the board.**
- **Be respectful of the people behind you and pick in a timely fashion.**
- **If you aren't going to be around you may write a few choices on the bottom of the paper and a person after you can write in your choice when it is your turn, to keep the pick moving.**
- **You may pick early AS LONG AS EVERYONE IN FRONT OF YOU HAS PICKED.**
- **If the holiday falls on a regular picking day, the scheduled gets pushed back one day.**

Bumping- Operators:

- **You may bump in if;**
- **You were out sick 3 days or more when it was your turn to pick.**
- **If you left 5 choices and they were all taken.**
- **If you were out due to a death in the family.**
- **If you were on vacation before the pick was posted.**
- **If you were returning from being out long term sick/injured (you must be cleared from NJT Medical- including the road test, if necessary, to place your bump slip in).**
- **You must put your bump slip in by 1pm, to start the next day.**
- **You have the choice to start your new work the following day or following Saturday (beginning of the work week).**
- **If you bump someone who is on vacation, you start the piece of the when that person is scheduled to return to work. You do not bump the person on vacation relief who is working that piece.**
- **If you bump someone on vacation relief:**
- **1) You must work what that person has already picked (even if they have already picked for the following week).**
- **2) Each spot on vacation relief is a pickable piece of work, so if you are bumped off VR #3 you do not automatically drop to spot #4. That person has the right to bump into another piece of work Example, A run/combo etc....**

Rotation of Extra Board- Operators:

- 1- All 8 hours per quit. Including all runs, combos, and night runs.**
- 2- All am and pm trippers totaling 6.1 hours as per quit.**
- 3- All am and pm X's and specials totaling 6.1 hours as per quit.**
- 4- All roll calls.**
- 5- All trippers not totaling 6 hours as per quit.**

Extra Board for Holiday Pick (Same Day Picks)- Operators:

- **If you sign up to possibly be excused from the extra board, it will be given according to the most senior members first.**
- **Order of work to be booked on Extra Board for holidays and same day pick.**
All operators are placed in seniority order (top seniority first)

- 1- If excuses are allowed, all operators that signed the excuse sheet will be off in seniority order.
- 2- All trippers not totaling 6 hours was per quit.
- 3- Roll Calls.
- 4- All am-pm trippers totaling 6.1 as per per quit.
- 5- All runs per quit.
- 6- All combos per quit.

Operator Vacation Pick Rules :

- **A Union official will run the vacation pick.**
- **The schedule of when it is each members turn to pick will be hung the Monday after Labor Day.**
- **The pick will begin the first Monday in October.**
- **10 members will pick a day.**
- **You have 24 hours to put your pick in.**
- **You must leave 3 choices for each week desired.**
- **If you do not leave your pick, no one will be passed. However you will get as close to what you picked the year before.**
- **If you forget to leave your choices, are unavailable due to death in family, emergency or severe illness the Union representative will make every attempt to contact you, if they can't reach you, you will given the same weeks that you had the year before, or as close to it as possible.**
- **The pick will not be held up, it will run on schedule.**
- **The purpose of having the schedule up a month in advance is to inform everyone of their turn to pick and keep on schedule.**
- **A operator has the right to give up his seniority when picking vacation for one week or all of their weeks. When they are ready to pick they have to choose from what weeks are available at that time. They may not bump in. Their choices will be updated before the current group picking at the time they turn in their choices. They must write on their original pick slip that they are waiting to pick weeks for a later time.**

Make Up Vacation Week :

- **When a operator comes back to work from being on sick disability or workman's comp and has unpaid vacation week(s) they missed while out, they have 30 days to set the new vacation with the supervisor. They can only take a week according to their seniority- what they would have gotten when they were originally picking. If they do not schedule the new week(s) within 30 days, the supervisor will assign them a new week.**

- If a member retires and has a unused vacation week:
 - ~ Between Memorial Day and Labor Day (the weeks containing either holiday).
 - ~ Thanksgiving (week containing)
 - ~ Christmas Day (week containing)
- That week will go up for a wall bid.
- The bid will be available from the member who retired seniority down.
- If you have exhausted all your vacation weeks for the year, you are not eligible.
- There will only be subsequent weeks going up if the person awarded the wall bid gives up a week between Memorial Day and Labor Day.
- If the member gives up a week outside of Memorial Day and Labor Day bid concludes. (There will be no trickle down wall bids).

Resolution :

When the Company must take back 2 vacation weeks according to the Contract, those weeks will go up for a wall bid from that members seniority number down.

Submitted by Jestina Graciano 2-11-2019

Vote on April 8th, 2019

For : 26

Against : 0

Abstained : 4

Resolution Passed.

Resolution :

If a member retires and their vacation weeks have all been used, their piece of work may go up for a wall bid from their seniority down. All subsequent wall bid rules apply.

Submitted by Jestina Graciano 3-5-2020

Resubmitted due to Covid-19 Meetings being cancelled,
on August 10th, 2020

Voted on Oct 12th, 2020

For : 10

Against : 0

Abstain : 0 - Resolution Passed.

Resolution :

Order of work to be booked on an Extra Board for holidays
and same day picks.

All operators are placed in seniority order (top seniority
first).

- 1- If excuses are allowed, all operators that signed the
excuse sheet will be off in seniority order.
- 2- All trippers not totaling 6 hours as per quit.
- 3- Roll Calls.
- 4- All am-pm trippers totaling 6.1 hours as per quit.
- 5- All runs per quit.
- 6- All combos per quit.

Submitted by Sharyn Vitello on 2-9-2021

Voted on April 12th, 2021

For : 7

Against : 1

Abstained : 5 Resolution Passed.

RESOLUTION

After a member is awarded a vacation wall bid, the only weeks that go up for the trickle down bids are :

Those between Memorial Day and Labor Day, and the weeks including Thanksgiving and Christmas.

If one of the holiday's falls on a Saturday, the week prior will also go up for bid due to NJT recognizing Saturday holidays on the Friday before.

Submitted by Sharyn Vitello on May 10th, 2021
Voted on August 9th, 2021

Resolution Passed.

RESOLUTION

In addition to members who retire, operators who resign their work will go up for wall bid.

All subsequent wall bids rules apply.

Submitted by Jestina Graciano on May 12th, 2021
Voted on August 9th, 2021

Resolution Passed.

Resolution

When a resolution is under consideration, a new resolution of the same matter shall not be introduced until the current resolution is voted upon.

Submitted by Brian Duarte on 5/8/2023

Voted on July 10th, 2023

Resolution Passed