

**THIS PRINT COVERS CALENDAR ITEM NO. : 5**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Human Resources

**BRIEF DESCRIPTION:** Adopting the Resolution implementing the negotiated agreement between the San Francisco Municipal Transportation Agency (SFMTA) and the Transport Workers Union, Local 250-A (9163) . TWU-250A (9163) represents the SFMTA's Transit Operators.

**SUMMARY:**

- Charter sections 8A.104 (k) provides that SMTA shall fix the wages, hours, working conditions, and benefits of its employees in service-critical classifications after meeting and conferring with the employee organizations representing those workers.
- The current MOU between SFMTA and TWU-250A (9163) expired on June 30, 2014.
- After negotiations, the parties reached a tentative agreement that achieves for the SFMTA administrative efficiencies and streamlined processes, with clear unambiguous contract language, and that provides the TWU-250A (9163)-represented members with fair health benefits and wage increases, enhanced fringe benefits and improved working conditions.
- The content of the resulting new agreement and all other required information was publicly disclosed in accordance with Charter Section A8.104(r) on July 15, 2014.

**ENCLOSURES:**

1. SFMTAB Resolution
2. MOU Amendments TWU-250A (9163)(2014-2017)
3. Budget Impact Analysis

**APPROVALS:**

**DATE**

DIRECTOR \_\_\_\_\_ 7/22/14

SECRETARY \_\_\_\_\_ 7/22/14

**ASSIGNED SFMTAB CALENDAR DATE:** July 30, 2014

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**PURPOSE**

To adopt the amended MOU between SFMTA and TWU-250A (9163), effective from July 1, 2014 through June 30, 2017.

**GOAL**

- The proposed agreement meets the following strategic goals:  
Goal 1 – Create a safer transportation experience for everyone.  
Goal 3 – Improve the environment and quality of life in San Francisco.  
Goal 4 – Create workplace that delivers outstanding service.

**DESCRIPTION**

The voters’ approval of Proposition E in November 1999 (enacting Article 8A of the Charter) gave the SFMTA authority to negotiate labor agreements with labor organizations representing employees at SFMTA in service-critical classifications, as well as the discretion to utilize the City’s MOU with any employee organization representing less than 10% of the SFMTA workforce.

The MOU between SFMTA and TWU-250A (9163) expired on June 30, 2014. SFMTA representatives and representatives of TWU-250A (9163) negotiated and succeeded in reaching a tentative agreement that was ratified by the TWU-250A (9163) membership on July 14, 2014.

The new agreement has a three year term, expiring on June 30, 2017, and includes the following changes from the current MOU:

| <b>Topic</b>            | <b>Change</b>  |
|-------------------------|--|
| Term                    | July 1, 2014 to June 30, 2017  |
| Wages                   | First Year: 1.75%, effective October 11, 2014<br>Second Year: 1.50%, effective October 10, 2015<br>Third Year: 1.50%, effective July 1, 2016   |
| Retirement Pension Swap | In exchange for each base wage increase indicated below, the Employer Paid Member Contribution (EPMC) is incrementally reduced and ultimately eliminated effective January 17, 2017.<br>First “Swap”: 3.18% base wage increase, effective October 10, 2015 |

|  |  |
|--|--|
|  | <p>Second “Swap”: 3.16% base wage increase, effective October 8, 2016</p> <p>Third “Swap”: 3.16% base wage increase, effective January 14, 2017</p>  |
| Health and Welfare   | <p>Employee Only: Employer contributes 93% of total premium, not to exceed 93% of total premium of second-highest-cost plan</p> <p>Employee Plus One: Employer contributes 93% of total premium, not to exceed 93% of total premium of second-highest-cost plan</p> <p>Employee Plus Two or More: Employer contributes 83% of total premium, and not to exceed 83% of total premium for second-highest-cost plan</p> |
| Part-Time Operators  | <p>Range Limit: maximum from 12 hours to 13 hours</p> <p>Daily Limit: maximum from 5 hours to 7 hours</p> <p>Weekly Limit: maximum from 25 hours to 28 hours</p>   |
| Salary Schedule Progression<br>(from 19 months to 4 years) | <p>Effective for employees hired on or after July 1, 2014</p> <p>Step 1: 63% of Top Rate, 1 year (first year)</p> <p>Step 2: 72.25% of Top Rate, 1 year (second year)</p> <p>Step 3: 81.5% of Top rate, 1 year (third year)</p> <p>Step 4: 90.75% of Top Rate, 1 year (fourth year)</p> <p>Step 5: 100% of Top Rate, thereafter (fifth year and thereafter)</p>  |
| Paperless Pay Policy                                       | <p>Adopted Citywide “Paperless Pay Policy”, where employees will receive pay electronically</p>  |
| Disciplinary Suspension<br>Reduction in Pay                | <p>Employees suspended for discipline may use option of reducing salary by 20% for a period of time in lieu of time off</p>  |
| Joint Labor Management Committee                           | <p>Minor additions for discussion topics</p>   |

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|   |   |
|---|---|
| Section 24.8 Check off  | “Clean-up” language to specify “SFMTA” instead of “The City.”   |
| Renumber Art. 22 Grievance Procedure to follow Art. 19 Discipline             | Grievance Procedure renumbered from “Article 22” to “Article 20” so as to follow Discipline, Article 19.  |
| Section 11.11 Part-Time Uniforms  | Reference to “4.9(2)” updated to reflect proper cite to “4.5.2.”  |
| Section 10.9 Sick Pay or Vacation Pay   | Section 10.9 renamed from “Sick Pay and Vacation Pay” to “Sick Pay or Vacation Pay.”  |
| Clean Up – change “Superintendent” to “Division Manager or Assistant Manager” | MOU references to “Superintendent” changed to “Division Manager or Assistant Manager.”  |
| Clean up – change “Union” to “Transport Workers Union Local 250-A”            | All references to “Union” changed to “Transport Workers Union Local 250-A.”   |
| Preamble  | Adds language, “...and to provide a safe work environment for represented employees” to Preamble.   |
| Section 23.1 Discrimination Prohibited  | Clean-up language replacing “Union” with “SFMTA and TWU Local 250-A,” and replacing “person employed or applying for employment” with “represented member.” |
| Initiation of Discipline Based on Collision                                   | Adds language allowing Division Superintendent’s designee to attend (?)a disciplinary Hearing Officer.  |
| Section 7.3 Seniority List  | Adds language requiring SFMTA to make current seniority list available to TWU Local 250-A elected executive officers and division chairpersons.             |
| Uniform and Equipment Allowance   | Adds language providing cash allowances, instead of vouchers, for Uniform and Equipment maintenance allowances.   |
| Union Access  | Adopts standardized Union Access policy language.   |
| Section 19.11 Personnel Files   | Notes that only one official personnel file shall be maintained for each Operator.  |

**ALTERNATIVES CONSIDERED**

If the Board chooses to reject this agreement, the parties will be without the benefit of an MOU ensuring labor stability and effectuating desired changes to the existing MOU by SFMTA management.

**FUNDING IMPACT:**

The cost to the FY15 Operating Budget is \$2,322,830. The cost to the FY16 Operating Budget is \$6,315,967. The cost to the FY17 Operating Budget is \$9,444,680.

**OTHER APPROVALS RECEIVED OR STILL REQUIRED**

This Agreement was the product of a membership ratification on July 14, 2014.

**RECOMMENDATION**

Staff recommends that the SFMTA Board adopt the Resolution approving the MOU between SFMTA and TWU-250A (9163), including the extension of the term to June 30, 2017.

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. \_\_\_\_\_

WHEREAS, Under Section 8A.104 of the Charter, the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors succeeded to the powers of the Board of Supervisors with respect to collective bargaining for employees in service critical classifications; and,

WHEREAS, The current Memorandum of Understanding (MOU) between SFMTA and Transport Workers Union (TWU) Local 250A (9163) expired on June 30, 2014; and,

WHEREAS, The SFMTA and TWU Local 250A (9163) negotiated amendments to the MOU that were ratified by the membership of TWU-250A (9163) on July 14, 2014; and,

WHEREAS, The new MOU, which shall be effective July 1, 2014, through June 30, 2017, and all other required information was publicly disclosed in accordance with Charter Section 8A.104(r) on July 15, 2014, and is on file with the Secretary of the SFMTA Board of Directors; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors hereby approves the MOU between the SFMTA and TWU Local 250A (9163), including extension of the term to June 30, 2017.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of July 30, 2014.

\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY**

**AND**

**TRANSPORT WORKERS' UNION, LOCAL 250-A (9163)**

**JULY 1, 2014– JUNE 30, 2017**

Memorandum of Understanding Between  
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency  
July 1, 2014 – June 30, 2017

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**PREAMBLE**

1. This Memorandum of Understanding (hereinafter termed "MOU") has been developed jointly by the Municipal Transportation Agency (hereinafter termed "SFMTA"), the Municipal Railway (hereinafter termed "MUNI") under authority of the Municipal Transportation Agency), and the Transport Workers Transport Workers Union Local 250-A of America, AFL-CIO and the Transport Workers Union Local 250A (hereinafter jointly termed "Transport Workers Union Local 250-A") in order to meet their mutual responsibility to provide the public they serve with dependable, prompt, safe, economical, courteous public transportation and to provide a safe work environment for represented employees. The SFMTA, MUNI and the Transport Workers Union Local 250-A have developed this agreement in compliance with the provisions of the SFMTA Employee Relations Operating Resolution.
  
2. It is the intent of the parties signatory hereto that the provisions of this MOU shall bind the Transport Workers Union Local 250-A and its members upon ratification by its members. It is the intent of the parties signatory hereto that the provisions of this MOU shall bind the SFMTA upon ratification by the Municipal Transportation Agency Board of Directors as to those matters in the SFMTA's jurisdiction.

**ARTICLE 1. OBJECTIVES**

3. The delivery of municipal services in the most efficient, effective, and courteous manner is of paramount importance to the SFMTA and its employees. Such achievement is recognized to be a mutual obligation of the parties of this MOU within their respective roles and responsibility.
  
4. The Transport Workers Union Local 250-A recognizes the SFMTA's right to establish and/or revise performance levels, norms or standards notwithstanding the existence of prior performance levels, norms or standards. Such standards, developed by usual work measurement procedures, may be used to determine acceptable performance levels, prepare work schedules, and to measure the performance of each employee or group of employees. New or revised performance levels, norms or standards, shall be implemented only after meeting and conferring with the Transport Workers Union Local 250-A.
  
5. The SFMTA recognizes the Transport Workers Union Local 250-A's or the Operator's right to grieve the effect of an implementation of the revised performance levels, norms or standards.

6. Employees who work at less than acceptable levels of performance may be subject to disciplinary measures in accordance with applicable Charter provisions, rules and regulations of the Civil Service Commission (hereinafter termed "CSC"), and the provisions of this MOU.

## **ARTICLE 2. RECOGNITION**

7. The SFMTA acknowledges that the Transport Workers Union Local 250-A has been certified by the SFMTA Municipal Transportation Agency as the recognized employee representative for the following classification: 9163 Transit Operator. SFMTA, the SFMTA and the Transport Workers Union Local 250-A will meet and confer as to the application of this MOU to the revised classification(s).
8. Should any new form of transportation be developed and put into operation by MUNI which is not already covered by this MOU regarding wages and other terms and conditions of employment, including seniority, the SFMTA and the Transport Workers Union Local 250-A shall meet and confer on the appropriate terms and conditions of employment for such new form of transportation.

## **ARTICLE 3. SCOPE OF AGREEMENT**

### **Section 3.1 Complete Agreement**

9. This MOU shall constitute the complete written agreement between the SFMTA and the Transport Workers Union Local 250-A. The terms and conditions contained in this Agreement represent the full, complete, and entire understanding of the parties about the matters covered by provisions of this Agreement.

### **Section 3.2 Side Letters**

10. The parties agree that any and all side letters, and other understandings between the parties not expressly memorialized and appended to this Agreement shall no longer be enforceable. No side letters affecting matters within the authority and control of SFMTA shall be binding unless they have been dated and signed by TWU and the SFMTA Executive Director, appended to this Agreement, and approved by the SFMTA Board of Directors where appropriate. Furthermore, all future side letters must contain an expiration date no later than the expiration date of this Agreement. However, if during the term of this Agreement, a court of competent jurisdiction or the Public Employment Relations Board issues a final judgment invalidating the provisions of Charter Section 8A.104(q), there shall be no expiration date requirement for side letters entered into

after the date of such judgment.

**Section 3.3 Past Practices, Policies, and Rules**

11. No past practice shall be binding during the term of this Agreement unless it has been explicitly included in this Agreement. However, if during the term of this Agreement, a court of competent jurisdiction or the Public Employment Relations Board issues a final judgment invalidating the provisions of Charter Section 8A.104(q), this limitation on the use of past practices shall terminate, without prejudice to either party to negotiate over this topic in successor collective bargaining agreements.

**Section 3.4 Terms and Conditions of Employment**

12. The terms and conditions of employment for Operators shall be governed by the terms and conditions established by Charter provisions, ordinances of the Board of Supervisors, SFMTA Board of Directors, relevant rules of the Civil Service Commission and SFMTA, and by the terms and conditions of employment set forth in this agreement. To the fullest extent legally possible, the terms of this MOU shall control over those set forth in the foregoing authorities.

**Section 3.5 Data**

13. The SFMTA will provide to the Transport Workers Union, Local 250-A public records prepared by the SFMTA or consultants working on their behalf consisting of data, charts, graphs, tables or similar documents on all issues covered by the MOU, including data on discipline, accidents, Customer Service Complaints, schedules, annual reports concerning compliance with federal and/or state drug and alcohol testing requirements, and quarterly and/or annual reports concerning federal and state funds received by SFMTA. The Transport Workers Union Local 250-A will be placed on the regular circulation list for receiving those tables regularly prepared and circulated by SFMTA.

14. **Section 3.6 Union Access**

Transport Workers Union Local 250-A Executive Officers shall have a reasonable right of access to work or non-work areas (bulletin boards, employee lounges and break rooms) and to hallways, in order to reach non-work areas to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees. The parties agree that union access to work locations shall not disrupt or interfere with SFMTA's mission and services.

Executive Officers must identify themselves upon arrival at an SFMTA division. Union representatives may use SFMTA meeting space with a reasonable amount of notice, subject to availability.

In work units where the work is of a confidential nature and in which the SFMTA requires it of other non-employees, the SFMTA may require that union representatives be escorted by an SFMTA representative when in areas where said confidential work is taking place.

**ARTICLE 4. DIRECT PAY FOR SERVICES**

**Section 4.1 Progression On Salary Schedule for Operators Hired Prior to July 1, 2014**

A. Operator-in-Training Base Hourly Rate Of Pay

14. SFMTA shall pay Operators-in-training on Step One of the base hourly rate of pay stated in Section 4.3. Step One shall be 63% of Step Eight. Effective the first payroll period after an Operator-in-training satisfactorily completes SFMTA training and has met all regulatory requirements, including all licenses and medical certifications required to operate the equipment or mode(s) of transportation to which the Operator-in-training may be assigned, SFMTA shall pay the Operator at Step Two of the base hourly rate of pay.

B. Progression Through Steps for Operators Hired Before July 1, 2014

15. Subject to the requirements of Section 4.1(A), effective with the first payroll period after an Operator satisfactorily completes specific months of service with SFMTA, Operators shall progress through eight steps as follows:

16.

| <u>Employment Status</u>  | <u>Percentage of Hourly Rate</u> |
|---|----------------------------------|
| Operator-in-Training  | Step One: Described in 4.1 A.    |
| From the first payroll period after operator completes training and meets all regulatory requirements through the end of 4 months | Step Two: 70%                    |
| From 5 through the end of 6 Months  | Step Three: 75%                  |
| From 7 through the end of 10  | Step Four: 80%                   |



|                                      |                  |
|--------------------------------------|------------------|
| Months                               |                  |
| From 11 through the end of 13 Months | Step Five: 85%   |
| From 14 through the end of 16 Months | Step Six: 90%    |
| From 17 through the end of 19 Months | Step Seven: 95%  |
| After 19 months                      | Step Eight: 100% |

**Section 4.2 Progression On Salary Schedule for Operators Hired On or After July 1, 2014**

A. Effective July 1, 2014, Operators appointed on or after July 1, 2014 who have satisfactorily completed SFMTA training and have met all regulatory requirements, including all licenses and medical certifications required to operate the equipment or mode(s) of transportation to which the Operator-in-training may be assigned, shall advance to the second step and to each successive step upon completion of each year of service.

B. Progression Through Steps

Subject to the requirements of Section 4.2, Operators hired on or after July 1, 2014, shall progress through the salary steps as follows:

| Salary Step | Percentage of Hourly Rate |
|-------------|---------------------------|
| One         | 63.00%                    |
| Two         | 72.25%                    |
| Three       | 81.50%                    |
| Four        | 90.75%                    |
| Five        | 100.00%                   |

**Section 4.3 Base Hourly Rate for Transit Operators**

A. First Fiscal Year 2014-2015

Effective October 11, 2014, each represented employee will receive a base wage increase of one and three-quarters percent (1.75%).

B. Second Fiscal Year 2015-2016

Effective October 10, 2015, represented employees will receive a base wage

increase of one and one-half percent (1.50%).

**C. Third Fiscal Year 2016-2017**

Effective July 1, 2016, represented employees will receive a base wage increase of one and one-half percent (1.50%).

For the base hourly wage rates (top step) during the term of this Agreement, see Appendix C. For wage rates at other steps, see sections 4.1 and 4.2.

#### **Section 4.4 Premiums, Special Pay And Allowances**

17. Premiums shall be paid on the base wage only. SFMTA shall pay the following types of premiums, special pay and allowances described in this section.
18. At its sole discretion, SFMTA may designate an Operator as a certified Line Trainer. To be eligible to work as a Line Trainer, an Operator shall obtain and maintain all regulatory requirements, including all licenses and medical certifications required to qualify as a delegated behind-the-wheel trainer and to operate the equipment or mode(s) of transportation to which that Operator is assigned. To earn the Line Trainer premium pay, an Operator must satisfactorily serve as a Line Trainer and must instruct and train as required by SFMTA training standards. SFMTA shall pay Line Trainer premium pay only for the hours the Operator performs the duties of a Line Trainer.
19. In addition to the base hourly rate of pay, SFMTA shall pay each Line Trainer who meets the criteria in this section a premium pay of \$5.00 per hour for each hour or portion of an hour the unit member spends training Operators.
- (1) Night Duty
20. Night duty is any work performed after 6 p.m. or prior to 6 a.m. Operators shall be paid 8 percent more than the base hourly rate for work performed during night duty hours.
- (2) Uniform and Equipment Allowance
21. SFMTA retains its right to establish a uniform and safety shoe policy and regulations. For each Operator required to wear a uniform and/or safety shoes, SFMTA shall provide the unit member with appropriate vouchers or cash allowance in the form of a check payable to the Operator to purchase appropriate uniform components and/or safety shoes.
22. (a) Vouchers for replacement of uniforms shall be made each year in accordance with the SFMTA replacement schedule.
23. (b) For each Operator required to wear safety shoes, SFMTA shall provide a cash allowance of two hundred and fifty dollars (\$250) annually toward the cost of acquiring two (2) pairs of SFMTA-approved safety shoes and related supplies. SFMTA shall provide the cash allowance during January of each fiscal year for the term of the agreement.

(c) For each Part-time Operator required to wear safety shoes, SFMTA shall provide a cash allowance of one hundred fifty dollars (\$150) annually toward the cost of acquiring SFMTA-approved safety shoes and related supplies. SFMTA shall provide the cash allowance during January of each fiscal year for the term of the agreement.

24. Operators provided a voucher for uniform and/or cash allowance for safety shoes under this Section shall be required to wear the uniform and/or safety shoes at all times while on duty. Operators who fail to comply with this regulation may be relieved from duty and shall if relieved, be entitled to no compensation for the balance of that shift.
25. Operators shall not wear the uniform when not on duty except while traveling immediately to and from assigned SFMTA work.
26. SFMTA will allow Operators the right to select the uniform configuration and the dates those configurations are to be worn, but in no case shall a unit member wear a uniform consisting of uniform components other than those specified in SFMTA regulations without prior approval of a supervisor.
27. Each Operator will be responsible for maintaining the uniform in a clean and presentable condition and for maintaining a neat appearance while on duty. Every Operator will display his/her employee number or other identifying number at all times while on SFMTA business or work in such manner as prescribed by the Executive Director/CEO or his/her designee. For each unit member required to wear a uniform, SFMTA shall pay unit members a uniform maintenance allowance of twenty-five dollars (\$25.00) per month.
28. When an Operator leaves SFMTA service, the Operator shall return to SFMTA all items of uniform, uniform insignia, and equipment supplied by or purchased by voucher and/or cash allowance issued by SFMTA. If a departing Operator fails to return SFMTA's equipment, SFMTA shall charge the Operator the full cost of the unreturned equipment, and SFMTA may direct that the operator's final paycheck be held until such equipment has been properly returned.
29. SFMTA shall issue, and each Operator shall wear, a visibility vest for use in accordance with SFMTA rules and regulations.

(3) Transit Passes

30. SFMTA shall provide Operators, their spouses and legally dependent children under nineteen (19) years of age who are living with the Operator with system passes. Retired employees shall be provided with system passes for the remainder of their lives. Upon

separation other than retirement, SFMTA may direct that the employee's final paycheck be held until such pass(es) have been properly returned.

(4) Expert Operator Premium

31. Commencing with the second full pay period in January of each year, eligible Full-Time and Part-Time Operators shall be paid an Expert Operator Premium of fifty cents (\$.50) per hour under the following conditions:
32. Full-Time Operators are eligible for the Expert Operator Premium if they meet all of the following conditions:
- (a) Worked (including any approved leaves of absence) for the previous five (5) consecutive fiscal years in one location (e.g. Woods, Flynn, etc);
  - (b) Driven at least 1600 hours in revenue service in the previous fiscal year;
  - (c) Been involved in no major collisions or incidents and no more than three (3) minor non-preventable collisions or incidents, as defined in Article 19 and determined by the SFMTA, in the previous fiscal year;
  - (d) Served no disciplinary suspensions in the previous fiscal year.
33. To qualify for the Expert Operator Premium, Part-Time Operators must meet all of the following conditions:
- (a) Worked (including any approved leaves of absence) for the previous five (5) consecutive fiscal years in one location (e.g. Woods, Flynn, etc);
  - (b) Driven at least 1100 hours in revenue service in the previous fiscal year;
  - (c) Been involved in no major collisions or incidents and no more than two (2) minor non-preventable collisions or incidents, as defined in Article 19 and determined by the SFMTA, in the previous fiscal year;
  - (d) Served no disciplinary suspensions in the previous fiscal year.
34. An Operator who fails to qualify for the Expert Operator Premium

solely because the Operator was moved from his/her division at management initiative for the needs of service, under a provision of the contract allowing such a move, the Operator will continue to qualify for the premium.

38. An Operator who leaves his/her location as a result of a sign up must start over to build the five (5) consecutive year qualifying requirement at the new location.

(5) Operator Assigned to Rail

39. SFMTA shall pay Full-Time Operators assigned to rail \$15.74 per run as a "rail premium". SFMTA shall pay Part-Time Operators assigned to rail \$6.89 per run. Rail premiums will be paid to Operators assigned to rail effective the first payroll period after the Operator completes training and meets all regulatory requirements. Rail premium shall be paid only once in each twenty-four (24) hour period.

40. Operator of the Month Recognition Allowance

The SFMTA shall provide an Operator Recognition Allowance payment as follows: Systemwide Operator of the Month -- \$500; Operator of Month -- \$400 each and the Runner-Up -- \$250 each. Operators cannot opt to take a day off with pay in lieu of the payment.

**ARTICLE 5. MANAGEMENT RIGHTS**

41. The SFMTA has the right to exercise all management prerogatives, including but not limited to the right to:
- a. fix operating and personnel schedules;
  - b. implement layoffs;
  - c. determine work loads;
  - d. arrange transfers;
  - e. assign personnel; and
  - f. issue any other directive intended to carry out its managerial responsibility to operate the transit system safely, efficiently and economically.

42. All matters pertaining to the management of operations, including the type and kind of service to be rendered to the public and the equipment used, the maintenance of discipline and efficiency, the hiring, promotion and transfer of employees, and their discharge or discipline for proper cause, are the prerogatives of the SFMTA, subject to such limitations as are set forth elsewhere in this Agreement, in the Meyers-Milias-Brown Act, San Francisco Charter, Civil Service Rules, the San Francisco Administrative Code and other applicable laws and regulations.

**ARTICLE 6. CONDITION OF EMPLOYMENT**

**Section 6.1 Condition Of Employment**

43. As a condition of continued employment, Operators shall maintain all regulatory requirements, including all licenses or medical certifications required to operate the mode(s) of transportation to which they are assigned.
44. Each Operator remains solely responsible for maintaining all regulatory requirements, including all licenses, medical certifications, and training. In addition, each Operator shall submit a validated copy of any required certificate(s), license(s) or other documentation to the SFMTA Safety and Training Division. Failure to meet the requirements of this section will result in termination without the need for progressive discipline.

**Section 6.2 Drivers License Reimbursement**

45. Operators in service for one year or more shall be reimbursed for the renewal fees of Class B California Drivers License and Verification of Transit Training ("VTT") renewal required by this Article 6.

**Section 6.3 Customer Service Training**

46. SFMTA shall provide professional customer service training as part of the initial training for all newly employed Operators. A minimum of 8 hours annually of professional customer service training shall be provided to all Operators.

**ARTICLE 7. SENIORITY**

**Section 7.1 Work Seniority**

47. Work seniority for regular Full-Time Operators shall be defined as the length of continuous service determined from the date of Full-Time employment either as temporary or permanent from a regular 9163 Civil Service list. In the event that two or more employees' seniority

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begins on the same date, said employees' places will be determined by the order of said employees on the Civil Service eligible list from which they were appointed. Work seniority shall prevail for Operators with regard to preference in signups and work assignments.

48. An Operator permanently promoted to any position in SFMTA other than that of Operator shall retain work seniority in case of return to the Operator's classification within one year of promotion. After one year, any past service as an Operator shall not be counted in establishing work seniority.

49. An Operator receiving a non-civil service or limited tenure appointment to any position in SFMTA other than that of Operator shall retain work seniority in case of return to the Operator's classification within one year of promotion. After one year, any past service as an Operator shall not be counted in establishing work seniority.

**Section 7.2 City Seniority**

50. City seniority shall be defined as the length of continuous service determined from the day the employee begins work with the City and shall prevail in determining the length of vacations and preference in vacation sign-ups.

**Section 7.3 Seniority List**

51. Seniority list detailing the date of commencement of service for all Operators and their ranking in order of work seniority and vacation seniority shall be maintained at all times in the office of the SFMTA Executive Director. SFMTA shall make available for inspection the seniority list to Transport Workers Union Local 250-A's duly elected executive officers and division chairpersons; provided however that Transport Workers Union Local 250-A has furnished SFMTA with an accurate list of officers and division chairpersons in each designated area or division. Officers of the Transport Workers Union Local 250-A shall have access to the seniority list at all times, and on the first day of each month a revised copy of the seniority list will be supplied to the Transport Workers Union Local 250-A.

**ARTICLE 8. BENEFITS**

**Section 8.1 Basic Fringe Benefits**

52. For Informational Purposes only: Operators are entitled to receive such fringe benefits as are granted to miscellaneous employees in the City in accordance with applicable provisions of the Charter, ordinances or CSC Rules, except as may be additionally provided in this MOU.



53. Health Coverage Effective January 1, 2015

54. Effective January 1, 2015, the contribution model for employee health insurance premiums will be based on the SFMTA's contribution of a percentage of those premiums and the employee's payment of the balance (Percentage-Based Contribution Model), as described below:

**Section 8.2 Medically Single Health Care Coverage**

55. Employee Only:

56. For medically single employees (Employee Only) who enroll in any health plan offered through the Health Services System ("HSS"), the SFMTA shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the SFMTA's contribution shall be capped at ninety-three percent (93%) of the Employee Only premium of the second-highest-cost plan.

**Section 8.3 Dependent Health Care Coverage**

57. Employee Plus One:

58. For employees with one dependent who elect to enroll in any health plan offered through the HSS, the SFMTA shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the SFMTA's contribution shall be capped at ninety-three percent (93%) of the Employee Plus One premium of the second-highest-cost plan.

59. Employee Plus Two or More:

60. For employees with two or more dependents who elect to enroll in any health plan offered through the HSS, the SFMTA shall contribute eighty-three percent (83%) of the total health insurance premium, provided however, that the SFMTA's contribution shall be capped at eighty-three percent (83%) of the Employee Plus Two or More premium of the second-highest-cost plan.

61. Contribution Cap

62. In the event HSS eliminates access to the current highest cost plan for active employees, the City's contribution under this agreement for the

remaining two plans shall not be affected.

63. Average Contribution Amount

64. For purposes of this Agreement, to ensure that all employees enrolled in health insurance through the City's HSS are making premium contributions under the Percentage-Based Contribution Model, and therefore have a stake in controlling the long term growth in health insurance costs, it is agreed that, to the extent the City's health insurance premium contribution under the Percentage-Based Contribution Model is less than the "average contribution," as established under Charter section A8.428(b), then, in addition to the City's contribution, payments toward the balance of the health insurance premium under the Percentage-Based Contribution Model shall be deemed to apply to the annual "average contribution." The parties intend that the City's contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.

**Section 8.4 Dental Plan**

65. For permanent Operators, the SFMTA shall pay the full cost of the current citywide dental plan for employees and dependents, and will pay directly to the provider, but Operators who enroll in the Delta Dental PPO Plan shall pay the following premiums for respective coverage levels:

- \$5 per month for Operators enrolled in employee only plan;
- \$10 per month for Operators enrolled in employee + 1 dependent plan; or
- \$15 per month for Operators enrolled in employee +2 dependent plan.

66. The aforesaid SFMTA contributions toward an Operator's fringe benefits described in Sections 8.1, 8.2, 8.3 and 8.4 shall not be considered as part of an Operator's compensation for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or retirement benefits, nor shall such contributions be taken into account in determining the level of any other benefit that is a function of or percentage of salary.

**Section 8.5 Pickup of Operator Contribution To Retirement System**

67. Represented employees agree to pay their own employee retirement contribution to SFERS. For employees who became members of SFERS prior to November 2, 1976 (Charter Section A8.509 Miscellaneous Plan),

SFMTA shall pick up one-half percent (0.5%) of the total employee retirement contribution.

Second Fiscal Year 2015-2016

Effective October 10, 2015, represented employees who are members of SFERS hired before July 1, 2011, shall receive a base wage increase of three and eighteen hundredths percent (3.18%) in exchange for their agreement to pay two and one-half percent (2.5%) of the seven and one-half percent (7.5%) employee retirement contribution previously picked up by SFMTA.

Effective October 10, 2015, represented employees who became members of SFERS on or after July 1, 2011, shall receive a base wage increase of three and eighteen hundredths percent (3.18%) in exchange for their agreement to pay one third of the employee retirement contribution being picked up by SFMTA on October 9, 2015.

Third Fiscal Year 2016-2017

Effective October 8, 2016, represented employees who are members of SFERS hired before July 1, 2011, shall receive a base wage increase of three and sixteen hundredths percent (3.16%) in exchange for their agreement to pay another two and one-half percent (2.5%) of the seven and one-half percent (7.5%) employee retirement contribution previously picked up by SFMTA.

Effective October 8, 2016, represented employees who became members of SFERS on or after July 1, 2011, shall receive a base wage increase of three and sixteen hundredths percent (3.16%) in exchange for their agreement to pay one half of the remaining employee retirement contribution being picked up by SFMTA on October 7, 2016.

Effective January 14, 2017, represented employees who are members of SFERS hired before July 1, 2011, shall receive a base wage increase of three and sixteen hundredths percent (3.16%) in exchange for their agreement to pay the final two and one-half percent (2.5%) remaining of the seven and one-half percent (7.5%) employee retirement contribution previously picked up by SFMTA.

Effective January 14, 2017, represented employees who became members of SFERS on or after July 1, 2011, shall receive a base wage increase of three and sixteen hundredths percent (3.16%) in exchange for their agreement to pay all of the remaining employee retirement contribution being picked up by SFMTA on January 13, 2017.

For the base hourly wage rates (top step) during the term of this Agreement, see Appendix C. For wage rates at other steps, see sections 4.1 and 4.2.

68. Pursuant to San Francisco Administrative Code section 16.61-1 (4)(a), the Transport Workers Union Local 250-A elected, effective January 11, 1997 to place all employees covered by this agreement into a full retirement contribution status. The parties recognize that the implementation of full contribution rather than reduced contribution is irrevocable
69. To the extent the SFMTA continues to pick up any portion of the Operator's required contributions to SFERS as set forth above, such pickup of contributions shall not be considered as part of an employee's compensation for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or retirement benefits, nor shall such contributions be taken into account in determining the level of any other benefit which is a function of or percentage of salary.

**Section 8.6 Insurance Plan**

70. (a) A life insurance policy of \$14,000 with a permanent total disability benefit provision, subject to the conditions and provisions of said policy, shall be provided for all Operators with 5 years or more of - service, the full premium cost of which shall be paid for by SFMTA. For Operators with 1 year or more but with less than 5 years of service a similar policy of \$6,000 will be provided. Coverage shall be suspended for an Operator who has been off the payroll and been absent from service for a continuous period of twelve months.
71. (b) Job-Connected Incidents. SFMTA shall provide \$175,000 accidental death, dismemberment and loss of sight coverage for each Operator from the first date of employment. This accidental death, dismemberment and loss of sight policy shall be limited to injuries sustained during the course of a felonious assault on the Operator provided the injuries arise while the Operator is performing the duties of the Operator's occupation as assigned and authorized by SFMTA, or occurs' during direct commutation to and from work by the Operator.

**Section 8.7 Medical Exams**

72. The SFMTA shall bear the entire cost of any physical examination to which an Operator is required to submit by requirements of the California Highway Patrol or of SFMTA, provided, however, that if the Operator agrees to the scheduled appointment and without prior notice which enables SFMTA, with no charge, to cancel the appointment or a reasonable excuse for an unavoidable failure, fails to keep his/her

appointment, the cost of the missed examination shall be borne by the Operator.

- 73. Operators required to report to a physician designated by SFMTA for physical examination outside their tour of duty will be allowed pay at their regular rate of pay for three hours for each such visit provided they give to their dispatcher, at the first opportunity after the examination, written verification that such examination was held.
- 74. Operators shall be given written notice of a scheduled examination not less than 96 hours prior to the appointment. An Operator may be scheduled to fill a canceled appointment with less than 96 hours notice, but if such Operator misses his or her appointment, the Operator may not be charged for the missed appointment.
- 75. The standards for, conduct of, and appeals from required medical examinations are governed by the provisions of Civil Service Rule 416.

**Section 8.8 Tuition Reimbursement**

- 76. The SFMTA agrees to allocate forty thousand dollars (\$40,000) per each year of this agreement to the Tuition Reimbursement Program for the exclusive use of classifications represented hereunder. Operators in said classifications may not receive more than five hundred dollars (\$500) per fiscal year from this special allocation.
- 77. If any portion of said allocation remains unexpended on June 30th of any fiscal year it shall be carried over to the next fiscal year.
- 78. The Transport Workers Union Local 250-A shall be sent a quarterly report of the persons who have applied for tuition reimbursements, purpose of reimbursement, and monies allocated.

**Eligibility.**

- 79. Any regularly scheduled Full-Time or Part-Time Operator within the SFMTA service who has served a minimum of one (1) year of continuous service in any class immediately prior to receipt of application may apply for tuition reimbursement. Such reimbursement shall be for training courses pertaining to the duties of a higher classification or for the purpose of improving performance in the present classification when such courses are offered by an accredited educational institution.

**Expenses.**

- 80. The SFMTA will reimburse each eligible Operator up to \$500 annually for tuition, books, supplies, and other fees for such course if attendance has

been approved in advance. The SFMTA will attempt to make such payment promptly upon the Operator’s submission of proof of satisfactory completion of the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document shall be deemed evidence of satisfactory completion.

**Pre-Approval.**

- 81. Application for reimbursement shall be prepared on a form provided by the SFMTA Human Resources Department. Courses require pre-approval by the SFMTA Human Resources Department and the Appointing Officer (or designee), neither of which shall be unreasonably denied. Such application for tuition reimbursement shall be made prior to the date of enrollment in the course and, if approved by the SFMTA Human Resources Department and the Appointing Officer (or designee), reimbursement shall be subject to successful completion of the course. No reimbursement shall be made if the Operator is eligible to receive reimbursement for said tuition under a federal or State Veterans benefit program from other public funds.

**Repayment.**

- 82. If an Operator resigns from the City within two (2) years following completion of the training course, the amount of tuition reimbursement shall be repaid by the Operator to the SFMTA by cash payment or out of the Operator’s last pay warrant or, if applicable retirement earnings.

**Section 8.9 Dependent Care Reimbursement Account (DCAP)**

- 83. The SFMTA shall continue to offer a flexible spending account for Dependent Care Reimbursement (DCAP) which allows employees to establish a “pre-tax” account to reimburse dependent care costs.

**ARTICLE 9. HOLIDAYS**

**Section 9.1 List of Holidays**

- 84. The following fourteen (14) days shall be considered paid holidays under the provisions, hereinafter set forth: New Year's Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the day after Thanksgiving Day, Christmas, Operator’s Birthday and two (2) Floating Holidays which shall be bid pursuant to the procedures set forth in Section 9.9.

**Section 9.2 Holiday Pay When Not Assigned to Work**

- 85. Each Operator who is not assigned to duty on a holiday listed above, shall be paid as follows: Eight (8) hours straight time.

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**Section 9.3 Holiday Pay When Assigned to Work**

- 86. Operators assigned to work on any of such holidays will perform such assignments and will be paid as follows:
- 87. Operators who work on a holiday shall be paid the regular run pay and, in addition, shall receive a holiday pay computed as set forth in Section 9.2.
- 88. Operators who are assigned to duty on any of the foregoing holidays and who do not report for duty will not be paid for such holiday.
- 89. When a contract holiday falls within an Operator's vacation period or in the event an Operator's floating holiday coincides with any other holiday listed herein, such Operator shall receive holiday pay for each such holiday, computed as set forth in Section 9.2. Any Operator having an unused vacation day as a result of a holiday falling during his/her vacation period shall take the vacation day with pay at a time established pursuant to the procedures set forth in Section 9.7.
- 90. An Operator assigned to work on a holiday shall have the option of choosing an alternative day off with pay in lieu of holiday pay pursuant to the procedure set forth in Section 9.7. The Operator shall be paid regular run pay for the holiday worked and shall be paid the eight hours holiday pay on the alternative day off. Not more than three holidays may be so treated by an Operator in each fiscal year.

**Section 9.4 Limitations on Eligibility for Holiday Pay**

- 91. An Operator who has performed no work for SFMTA during a continuous period of thirty (30) calendar days or more immediately preceding a holiday, except for absence during paid vacation, shall not receive any pay for the holiday or be allowed another day off in lieu thereof. Operators who are on leave of absence or who are on the inactive list will not be paid for holidays occurring during their period of absence.

**Section 9.5 Paid Status**

- 92. An Operator shall not receive wages for a paid holiday unless he/she reports for work on his/her last scheduled work day before the holiday and the first scheduled work day after the holiday, or is on a paid status on such days. Paid status includes an absence for which sick leave is paid or for an industrial accident or for an absence as a result of an assault.

**Section 9.6 Work on Floating Holiday**

- 93. An Operator shall not be required to work on that Operator's floating holidays.

**Section 9.7 Maximum Operators Off On Same Day For Floating Holidays**

94. Beginning on July 1, 2011, a maximum of three percent (3%) of the Operators in any division may take floating holidays on the same day unless, consistent with service needs, the Division Manager or Assistant Manager in his or her sole discretion determines that such limit may be exceeded. This three percent (3%) limit is contingent on SFMTA meeting the standard of ninety-eight and one-half percent (98.5%) of scheduled service being delivered. If SFMTA does not meet this standard for any quarter, then no more than one percent (1%) of the Operators in any division will be permitted to take floating holidays on the same day during the following quarter, and the limit shall remain at one percent (1%) until SFMTA meets the 98.5% standard. Once SFMTA achieves the 98.5% standard, the limit will return to 3% the following quarter.

**Section 9.8 Other Paid Time Off**

95. An Operator will be permitted to have a day off to meet personal needs subject to the following conditions:
- (a) The Operator shall use paid leave. In cases of a verifiable emergency, an Operator with no available paid leave may be permitted to take the day off without pay. For purposes of this section, "Paid leave" is defined as vacation, floating holidays and any days off available to the Operator under Section 9.3.
  - (b) A roster of those requesting days off shall be maintained by the Division Manager and the Transport Workers Union Local 250-A division chairperson, and days off will be permitted in order of request.
  - (c) Requests for the day off must be placed on the roster not less than 96 hours before the Operator's regular report time for the day requested off.
  - (d) The maximum number of days off per year permitted Operators for personal needs pursuant to this section is three.
  - (e) Up to four times a year, an Operator shall be permitted to use four hours of accrued paid leave: (1) for a medical or dentist appointment where the Operator provides the Division Manager or Assistant Manager with five days advance notice and written verification of the appointment (Operator may use paid sick leave); or (2) for a verifiable emergency, including family emergencies (as approved by the Division Manager or Assistant Manager).



**Section 9.9 Floating Holiday Sign-Up**

96. At a separate sign up held immediately after the regular vacation sign up for that year, Operators shall sign up for the two floating holidays for that year. The number of slots available for the floating holidays will take into account the number of Operators in the division, but there will be not less than one slot for each day of the week in each division.

**ARTICLE 10. LEAVES OF ABSENCE**

**Section 10.1 Bereavement Leave**

97. Three (3) days' leave with pay shall be allowed to each Operator for the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law, sibling, step child, adopted child, a child for whom the Operator has parenting responsibilities, aunt or uncle, legal guardian, or any person who is residing in the household of the Operator. Such leave shall not exceed three working days and shall be taken within 30 calendar days after the date of death.

**Section 10.2 Leave without Pay for Bereavement**

98. In addition to the three (3) paid days, an Operator may take up to two (2) days leave without pay for the reasons described in this section at the Operator's option. The Operator may request pay on these two (2) days be charged against the Operator's floating holiday or vacation.

**Section 10.3 Jury Duty Leave**

99. An Operator who is required to perform jury duty during the Operator's regular workday will be granted leave of absence with pay. Such pay shall be the same as if the Operator had worked in accordance with the Operator's regular schedule for such day, less the amount received for jury duty on such day. An Operator who is required to perform jury duty shall be considered to have Saturday and Sunday as assigned days off while performing jury duty.

**Section 10.4 State Disability Insurance**

100. The payment of sick leave pursuant to Rule 420 of the Civil Service Commission shall not be affected and shall be supplementary to payments from State Disability Insurance. An Operator entitled to SDI shall receive in addition thereto such portion of his/her accumulated sick leave with pay as will equal, but not exceed, the regular biweekly gross earnings of the Operator, including any regularly paid premiums. Such supplementary payments shall continue for the duration of the Operator's illness or

disability or until sick leave with pay credited to the Operator is exhausted, whichever occurs first.

**Section 10.5 State Unemployment Insurance Program**

- 101. The SFMTA agrees to continue participating in the State Unemployment Insurance Program as long as applicable laws so require.

**Section 10.6 Pregnancy and Parental Leave**

- 102. SFMTA shall administer pregnancy and parental leave according to State, Federal, and Local law.

**Section 10.7 Childcare/Personal Leave Without Pay**

- 103. An Operator will be granted childcare or personal leave without pay in accordance with the provisions of Civil Service Rules 420.33 and 420.20 if SFMTA determines that it will not interfere with the needs of the service.

**Section 10.8 Domestic Partners**

- 104. In all Articles of this MOU which provide rights or benefits for dependents of a transit Operator, the same shall be provided to a Domestic Partner consistent with existing law which may be subsequently amended.

**Section 10.9 Sick Pay or Vacation Pay**

- 105. Any Operator using sick pay or vacation pay credit shall be given the option of receiving either eight (8) hours pay or an amount equivalent to run pay from their sick or vacation credit. Sick leave without pay will be permitted only after all sick leave with pay has been exhausted.

**Section 10.10 Industrial Accident Leave**

**Transport Workers Union Local 250-A Notification**

- 106. Notice of the occurrence of an injury to any employee sustained in the course of his employment shall be given to the Transport Workers Union Local 250-A as soon as knowledge of such an injury comes to SFMTA.

- 107. **Industrial Injury Leave**

- 108. An Operator who is absent because of an occupational or non- occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, or State Disability Insurance, may request that the amount of disability indemnity payment be supplemented

with salary to be charged against the Operator's accumulated unused sick leave with pay credit balance at the time of disability, or vacation, so as to equal the normal salary the Operator would have earned for the regular work schedule. An Operator who wishes not to supplement, or who wishes to supplement with vacation, must submit a written request to the appointing officer or designee within seven (7) calendar days following the first date of absence. Disability indemnity payments will be automatically supplemented with sick pay credits (if the Operator has sick pay credits and is eligible to use them) to provide up to the Operator's normal salary unless the Operator makes an alternative election as provided in this section. Operator supplementation of workers' compensation payment to equal the full salary the Operator would have earned for the regular work schedule in effect at the commencement of the workers compensation leave shall be drawn only from an Operator's paid leave credits including vacation, sick leave balance, or other paid leave as available. Pursuant to Civil Service Rule 420.24, an Operator returning from disability leave as defined by CSC Rule 420.24 will accrue sick leave and/or supplemental disability credits at an accelerated rate. Salary may be paid on regular time-rolls and charged against the Operator's sick leave with pay, or vacation credit balance during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the Operator. Sick leave with pay, or vacation credits shall be used to supplement disability indemnity pay in increments of at least one (1) hour. Notwithstanding past practice, if an Operator is injured from an unavoidable collision accident or malfunction of MUNI equipment while operating MUNI equipment resulting in loss of time from work, the Operator shall suffer no loss of pay time on the day the injury occurs. In the event of such injury, the Operator shall be paid eight (8) hours time for each scheduled work day lost during the waiting period until workers compensation temporary disability benefits begin, and after the waiting period, he/she shall receive from MUNI 60% of the difference between workers compensation temporary disability benefits and eight (8) hours time for each scheduled work day lost for a maximum of one (1) month of continuous absence each fiscal year, or through the end of the current sign-up period, whichever period is greater. An Operator may request to supplement his or her pay while on leave to be charged against his or her accumulated unused sick leave, or vacation. SFMTA shall continue to pay premiums at the amounts set forth in Article 8 for the Operator and his/her dependents until the end of the period in which he/she receives workers compensation temporary disability benefits.

## **ARTICLE 11. PART-TIME OPERATORS**

### **Section 11.1 Part-Time Operator Definition**

109. A Part-Time Operator is an Operator employed by SFMTA and regularly scheduled on a less than full-time basis. Upon qualification as a transit

operator, such employee will serve a probationary period in accordance with Civil Service rules.

**Section 11.2 Part-Time Operator Positions**

In its sole discretion, SFMTA may create and fill Part-Time 9163 Operator positions to operate the following equipment: rubber tire or light rail vehicle. Part-Time Operators may be assigned to Part-Time runs or the Part-Time Operator extra board, or, where no full-time Operators are available within a Division, the full time extraboard.

**Section 11.3 Part-Time Probationary Period**

110. Upon qualification as a transit Operator, such employee will serve a probationary period in accordance with Civil Service rules. The probationary period of a Part-Time Operator filling a position from an eligible list shall be for a period of six (6) consecutive months of regularly scheduled service as defined by Civil Service Rule 417. The probationary period may be extended by mutual agreement between the SFMTA and the Operator. The Rule, which is not subject to the grievance process, is attached as Appendix C to this MOU, for information only. The probationary period for other types of appointments, such as displacement (“bumping”) or transfers, shall be 520 hours. The probationary period may be extended by mutual agreement between the SFMTA and the Operator.

**Section 11.4 Recognition**

111. The Transport Workers Union Local 250-A is recognized as the employee representative for all Part-Time Operators. All of the terms and conditions of employment applying to Full-Time Operators shall apply to Part-Time Operators except as may be specifically set forth in this Agreement.

**Section 11.5 Number of Part-Time Operators**

112. SFMTA asserts that the subject of establishing a cap, a percentage, or any limitation on the number of Part-Time Operators SFMTA may employ is outside the scope of bargaining, and SFMTA is not required by law to negotiate or participate in the impasse procedure/interest arbitration about this subject. The Transport Workers Union Local 250-A asserts that the subject of establishing such a limitation on the number of Part-Time Operators is within the scope of bargaining.
113. For the purpose of reaching an agreement on a comprehensive collective bargaining agreement for the period from July 1, 2014 through June 30, 2017, SFMTA agrees to limit the number of Part-Time Operators employed or budgeted to no more than fifteen (15%) percent of the number of budgeted FTE Operator positions.

**Section 11.6 Established Work Week**

- 114. A Part-Time Operator's individual workweek shall be the schedule assigned to that Operator and shall be within the established workweek for Part-Time Operators.
- 115. The established workweek for Part-Time Operators shall begin at 12:00 AM on Saturday and end at 11:59 PM on Friday.

**Section 11.7 Minimum and Maximum Hours Of Work**

- 116. If regularly scheduled to work or authorized to work by an SFMTA authorized representative, each Part-Time Operator shall be guaranteed a minimum of three and one-half (3.5) hours work.

Each Part-Time Operator shall be scheduled to work no more than seven (7) hours operating a revenue service vehicle per workday and twenty eight (28) hours per workweek, except during training. To meet service needs, a Part Time Operator may accept additional hours of work for which the Operator is not regularly scheduled. Nothing in this section shall interfere with a Part-Time Operator's completion of any run, performance of unscheduled driving, work on weekends or for special events, provided that the total hours worked does not extend beyond twenty eight (28) hours per week, except during training.

**Section 11.8 Benefits for Part-Time Operators**

- 117. Part-Time Operators shall be entitled to the benefits provided in Article 8 of this Agreement.

**Section 11.9 Part-Time Dental, Vision, and Flexible Spending Plans**

- 118. Part-Time Operators shall be eligible to enroll in the City's Health Service System and may participate in flexible spending account programs to the same extent as Full-time Operators.

**Section 11.10 Part-Time Holidays**

- 119. Part-Time employees, including employees on a reduced work week schedule, who regularly work a minimum of twenty (20) hours in a bi-weekly pay period shall be entitled to holidays as provided herein on a proportionate basis.

**Section 11.11 Part-Time Uniforms**

- 120. Section 4.5.2, Uniforms, Shoes, and Equipment, shall apply to Part-Time Operators. The Shoes and Uniform Maintenance Allowance in Section

4.5.2 shall be prorated.

**Section 11.12 Transit Passes**

- 121. Provided Part-Time Operators properly display their SFMTA identification card, SFMTA will provide free transportation for the employee only on SFMTA lines during normal hours of operation.
- 122. In the event a Part-Time Operator needs a replacement identification card, SFMTA shall charge the Part-Time Operator a ten-dollar (\$10) fee to replace the identification card. SFMTA may waive the fee if the Part-Time Operator produces verifiable proof satisfactory to the SFMTA that the loss or destruction was beyond the Part-Time Operator's control.
- 123. Failure to properly display identification or any attempt to misuse this privilege will be cause for refused entry into the system, revocation of privilege and/or disciplinary action. Pass privileges will be revoked when a Part-Time Operator ceases to be employed in active status.

**Section 11.13 Part-Time Choice of Shifts/Sign Up**

- 124. Part-Time Operator shift assignments shall be posted to show reporting and ending location, starting and ending time for any weekend split-time-run, and regular days off (RDO). Part-Time and Full-time Operator assignments shall be posted separately and separate bids shall be conducted for each.

**Section 11.14 Part-Time Extra Board**

- 125. SFMTA shall determine the number of Part-Time Extra board Operators to be allotted to each of the divisions. Part-Time Extra Board Operators shall not fill full-time shift vacancies except as provided in Section 11.2 of this Agreement. Except for filling "not out" Part-Time Operator vacancies, full-time Operators shall not be assigned to part-time runs or part-time extra board. For purposes of this section, a part-time "not out" shall mean "part-time run with no Part-Time Operator available, no Part-Time Operator available on the part-time extra board and no Part-Time Operator willing to work an RDO after exhausting extra board lists within the division."

**Section 11.15 Civil Service Eligible Lists**

- 126. The parties will request that the Civil Service Commission establish and maintain separate eligible lists for Part-Time and Full-Time Operators. If separate lists are established, Full-Time Operators shall be appointed only from the full-time eligible list. There will not be a requirement that an Operator work part-time in order to be eligible for full-time employment. If it is necessary to amend, or receive an exemption from, any civil service rule

to accomplish the last sentence, the parties agree to request jointly that the Civil Service Commission so arrange.

**Section 11.16 Part-Time Operator Seniority**

- 127. For purposes of shift bidding and vacation bidding, SFMTA seniority for a Part-Time Operator shall begin on the first date in paid service as a Part-Time Operator on particular equipment.
- 128. For purposes of shift bidding, seniority accrued by Part-Time Operators shall not be transferable to full-time seniority. In the event a Part-Time Operator applies for and is appointed as a Full-Time Operator position, his/her full-time seniority shall begin as of the first day of paid service as a Full-Time Operator.
- 129. For purposes of vacation bidding, seniority accrued by Part-Time Operators shall be transferable to full-time seniority. In the event a Part-Time Operator applies for and is appointed as a Full-Time Operator position, his/her full-time seniority shall include seniority accrued as a Part-Time Operator.

**Section 11.17 Moving Between Part-Time and Full-time**

- 130. If an Operator moves between Part-Time and Full-Time, the Operator shall be appointed at that Operator's current salary step. Salary steps are described in Article 4.

**ARTICLE 12. FULL-TIME OPERATORS**

**Section 12.1 Definition**

- 131. A Full-Time Operator shall mean a person employed by SFMTA on a full-time, continuing basis whether assigned to a full-time run or to the extra board.

**Section 12.2 Probationary Period For Full-time Operator**

- 132. The probationary period of a Full-Time Operator filling a position from an entrance examination shall be for a period of six (6) consecutive months of regularly scheduled hours worked as defined by Civil Service Rule 417. The probationary period may be extended by mutual agreement between the SFMTA and the Operator. The Rule, which is not subject to the grievance process, is attached as Appendix C to this MOU, for information only.

**Section 12.3 Full-Time Extra Board**

- 133. The primary purpose of the Full-Time Extra Board is to fill full-time Operator shift vacancies. SFMTA shall determine the number of

Operators on the full-time extra board, however, the full-time extra board shall be maintained in accordance with Section 13.4.

**Section 12.4 Available Extra Board Assignments**

- 134. If SFMTA has filled all full-time shift vacancies from the Full-Time Extra Board, SFMTA may assign free Extra Board to perform special runs.

**Section 12.5 Giving Up A Run**

- 135. Operators will not be permitted to give up a run, block or hold down except for reasons acceptable to management. Any Operator who is allowed to give up a run, block or hold down will be placed at the bottom of the extra board with days off assigned according to the needs of the service. The seniority of the extra board will date from the date the Operator gives up the run, block or hold down. At the next signup the Operator will revert back to seniority order.

**Section 12.6 Temporary Exempt and Proposition F Employees**

- 136. SFMTA shall limit the number of Prop F Operators to no more than fifteen (15) at any time. SFMTA shall not employ temporary exempt employees to fill vacancies in the TWU 250-A Operators bargaining unit.

**ARTICLE 13: SCHEDULING, CHOICE OF ASSIGNMENTS, AND BIDS**

**Section 13.1 Development Of Schedules**

- 137. At its sole discretion, SFMTA shall schedule service and establish runs in the most cost effective manner consistent with the transit needs of the City and County of San Francisco.

**Section 13.2 Transport Workers Union Local 250-A Review of General or Division Schedules and Sign-Ups**

A. Notice of General or Division Schedules

- 138. At least twenty (20) calendar days prior to posting the available shift assignments at divisions, SFMTA shall give the Transport Workers Union Local 250-A a copy of the available assignments for the Transport Workers Union Local 250-A's review. SFMTA shall provide reasonable release time to up to three (3) Transport Workers Union Local 250-A representatives per affected division to be present and participate in reviewing the available shift assignments.

B. Union-Management Pre-Posting Meeting



- 139. At least ten (10) calendar days prior to distribution of the schedule to Operators and upon the Transport Workers Union Local 250-A's request, SFMTA shall offer a pre-posting meeting with the Transport Workers Union Local 250-A Chair at each division, to discuss the schedule, including headways, running time, recovery time, train recovery time, and details about the sign-up procedures. During the pre-posting meeting, the Transport Workers Union Local 250-A shall inform management of any objection it may have relative to
- 140. SFMTA shall provide reasonable release time to up to three (3) Transport Workers Union Local 250-A representatives per affected division to be present and participate in the pre-posting meeting.

C. Post General Bid Implementation

- 141. After the bid is implemented, the Transport Workers Union Local 250-A may inform the Senior Operations Manager of the Scheduling Unit about any problems with the schedule, including headways, running time, recovery time, and train recovery time. The Senior Operations Manager of the Scheduling Unit shall consider and implement necessary schedule changes.

**Section 13.3 Frequency Of Sign-Ups**

A. Biennial General Sign-Ups

- 142. SFMTA shall offer one General Sign-Up every two years. To permit adequate time for employing and training Operators, the effective date for the biennial General Sign-Up shall be at least ninety (90) days after the General Sign-Up. In a general biennial system sign-up, Operators who sign out of a division for which they have sufficient seniority shall transfer out of that division upon completion of any training and certification required to operate in the new division. A General Sign-Up shall be conducted as described in Section 13.5, Choice of Shifts/Operator Sign-Ups.

B. Two Division Sign-Ups per year

- 143. In a year when a General Sign-Up is held, SFMTA shall schedule two Division Sign-Ups. In a year when no General Sign-Up is held, SFMTA shall schedule three Division Sign-Ups.

C. Division Sign-Ups For Service Needs

144. SFMTA may schedule a Service Needs Division Sign-Up in the affected divisions whenever SFMTA decides to expand, reduce, or modify its services. Service Needs Division Sign-Ups may include, but are not limited to, expansion in service by adding routes/lines, extending lines, or extending hours of service; reduction in service by eliminating route/lines, shortening lines, or decreasing hours of service; moving service from one area to another; and/or and service needs that require changed schedules. SFMTA shall establish the effective date for any Service Needs Division Sign-Up. A Service Needs Division Sign-Up shall be conducted as described in Section 13.5, Choice of Shifts/Operator Sign-Ups.

**Section 13.4 Available Operator Force**

145. Prior to each General, Division, Or Division Sign-Up For Service Needs, SFMTA shall determine the scheduled service and establish runs in the most cost effective manner consistent with the transit needs of the City and County of San Francisco. This determination shall not be subject to the grievance procedure. The number of full-time Operators (Available Operator Force), shall be at least one hundred twenty percent (120%) of the number of scheduled runs plus blocks, as determined at each General Sign-up, Division Sign-Up, or Division Sign-Up For Service Needs. If the Available Operator Force falls below one hundred twenty percent (120%) of the number of scheduled runs plus blocks for more than thirty days after the first day of a Sign Up, SFMTA shall initiate the process of training and hiring sufficient full-time Operators to attain the one hundred twenty percent (120%) Available Operator Force.

**Section 13.5 Choice Of Shifts / Operator Sign-Ups**

A. Bid Information

146. All shift assignments shall be posted to show reporting, starting, and ending location, starting time, starting and ending time for any split schedule in the run, and regular days off (“RDO”). Full-time and part-time assignments shall be posted separately and separate bids shall be conducted for each.

B. Sign-Ups

147. SFMTA will assign seven (7) designated SFMTA employees to be present throughout the Sign-ups. In addition, SFMTA shall provide reasonable release time to one (1) Transport Workers Union Local 250-A representative per affected division to be present and assist throughout the Sign-Ups.
- C. Time For Conducting Sign-Ups/Bid
148. Although Sign-Ups shall generally be conducted on week days, SFMTA may conduct Sign-Ups on evenings and weekends.
- D. Bid Distribution
149. A copy of the available shift assignments will be posted in SFMTA's headquarters with a concurrent distribution to all divisions five (5) calendar days in advance of any bid.
- E. Operator Bid Roster
150. 1. Operators who separate from service between the date the available shift assignments are given to the Transport Workers Union Local 250-A (Section D above) and the first day of the Sign-up shall be removed from the Bid Roster. Employees who are reinstated or who revert to positions within the bargaining unit after the bid is posted but before sign-up may participate in the Sign-up.
151. 2. At the time of any bid, Operators who are on any leave of absence known to be for a period in excess of two (2) work weeks from the effective date of the bid may participate only in Division Sign-Ups.
- F. Seniority Order
152. Choice of shifts and locations will be made in seniority order. No Operator's turn to bid shall be passed. If an Operator is unavailable at the Operator's bid time, either the Transport Workers Union Local 250-A representative or the management representative shall select a shift assignment for that Operator at the Operator's bid time.
- G. Vacation Sign-Ups
153. Vacation Sign-ups shall be held annually in January of each year.

H. Floating Holiday Sign-Ups

154. Floating Holiday Sign-ups shall be held annually in July of each year.

**Section 13.6 Adjustments in Schedules Between General Sign-ups**

155. In the event SFMTA adjusts or modifies schedules between scheduled General Sign Ups, SFMTA shall provide at least forty-eight (48) hours notice to the affected Operators. In the event of such change, Affected Operators shall retain the same days off on the run pay bid and shall be paid no less than the run pay bid at the current signup. If the affected Operator cannot work the adjusted run, the affected Operator shall be placed on the extra board. The affected Operator's hours shall not be changed by more than one hour, and the affected Operator shall be assigned the same days off, with no reduction in pay.

**Section 13.7 Temporary Reassignment Due to Equipment or Facilities Failures**

156. If service is down on any rail line or trolley coach route due to equipment or facilities failure, SFMTA may, in its sole discretion, reassign Operators to the extra board at their home division or platform for the length of the outage.

**Section 13.8 Headway Premium**

157. Any Operator missing a headway for two or more hours for two consecutive days, or more, shall receive a premium of \$2.00 per hour for the actual time so worked, commencing on the second day.

**Section 13.9 Service Reassignments**

158. After an Operator has pulled his or her run out of the division in order to provide service, SFMTA may reassign for a single work day the Operator to a line or route other than the one bid for by the Operator under the following circumstances: (Paragraph 154)
- (a) A line is blocked; or
  - (b) To provide shuttle services during major delays on the Muni metro, cable car, or trolley coach systems; or
  - (c) As necessary to meet emergency service needs.

**Section 13.10 Work Past Relief Time**

159. In the event an Operator will not be relieved at his or her scheduled time of relief, either because the Operator’s relief failed to report or because of an unanticipated service disruption, Dispatch shall inform the Operator scheduled to be relieved. If a relief Operator is not immediately available to make the relief, SFMTA may direct the Operator to complete the trip as long as the Operator will not exceed the maximum driving hours.

**Section 13.11 Runs Subject to Daily Reassignments (SDR)**

160. In order to meet the needs of service and reduce multiple headways SDR runs will be designated in each Division. The SDR runs will be selected for each sign-up from the priority list. The number of SDR runs per division are as follows:

|                                    |              |
|------------------------------------|--------------|
| Woods, Potrero, Presidio, Kirkland | 10 runs each |
| Flynn, Green                       | 10 runs each |

161. SDR runs will be so indicated on the 5-day work schedule posted for each sign-up.

162. When the Division dispatcher has knowledge of an open run due to no Operator or has received notification from the Yard Starter (or the shop supervisor in the absence of a yard starter) that there will be a shortage of equipment available. The Division dispatcher can then reassign an SDR Operator from his/her regular assigned run to another run for that day.

163. The method of reassignment shall be:

- 164. 1. To a run that finishes earlier or within one (1) hour of the regularly assigned run.
- 165. 2. Reassignment of SDR runs shall be on a rotational basis only. All SDR runs shall be utilized first before a second application/reassignment occurs for any specific SDR runs.
- 166. 3. Operators on SDR runs shall be paid the higher of the regular run or the run reassigned to for that day, plus \$1.00 per hour premium for the run change.

**Section 13.12 Multiple Car Trains**

167. Multiple car trains are two or three cars coupled for lead car control. During the term of this MOU, LRV Operators may be assigned to operate two or three car trains while the cars are in operation between West Portal

or Church-Duboce and Embarcadero Stations. An LRV Operator may be assigned to operate two cars for pull out and pull in movements on the street, provided that the second car is not in service and its doors are not operated.

**Section 13.13 Cable Car Operations**

Schedules

- 168. Local 250-A and Muni Management agree that our goal is to operate the Cable Cars in place and on time.

Turntable Rules

- 169. Each sign-up shall include a starter at Powell and Market, and Beach and Hyde, and Bay and Taylor. The starter shift will be filled seven (7) days a week. The hours of work will be from 10:00 AM to 8:00 PM (no split).
- 170. The starter is instructed that when the lead car crosses O’Farrell Street, the next car must be dispatched from the Powell and Market turntable.

Turntable Rules – Outer Terminal 59 (MASON) & 60 (HYDE) Lines

- 171. Crews are to go on the turntable sufficiently in advance of their scheduled or assigned leaving time so as to be able to leave on their scheduled or assigned leaving time.
- 172. When you are the Operator of first car waiting to go on the turntable and a third (3rd) car arrives at the terminal, the crew of the first car is to immediately go on to the turntable regardless of the amount of time remaining before your scheduled or assigned leaving time.

Terminal Rules – Inner Terminal – 61 (CALIFORNIA) LINE

- 173. The first car waiting on the nearside of California and Drumm must move into the terminal and loading area immediately after the terminal is clear of Cable Cars

Reliefs

- 174. Cable Car inspectors are to make every effort to insure that crews get off on time without adversely effecting service.

**ARTICLE 14. HOURS OF WORK**

**Section 14.1 Full-time Operators’ Established Work Week**

- 175. All Full-time Operators shall be entitled to not less than eight (8) hours of work per day and a total of forty (40) hours of work over a five (5)

consecutive day period within any seven-day period. This guarantee will apply only if, the Operator reports on time and is available for his or her regularly scheduled run; or in the case of extra board Operators, or Full-time Operators working as extra boards, if he or she reports on time daily and holds him/herself available for such work as may be assigned to them. The exception to the above guarantee to Full-time Operators is in the event of unusual circumstances wherein no work is available, such as, but not limited to, earthquake, natural disaster, strike, etc.

**Section 14.2 Definition of Overtime**

- 176. For all hours of work performed in excess of forty (40) hours in each established work week or eight (8) hours in a work day, SFMTA shall pay Operators at the rate of time and one-half. Overtime pay for work on a regular day off (RDO) is subject to the provisions of Article 15.

**Section 14.3 Split Time Run**

- 177. For the purpose of this Agreement, a split-time-run shall be defined as “any run containing two or more pieces of work separated by a paid or unpaid break.” If the break in a split-time-run is two hours or less, the break shall be an unpaid break. For full-time operators only, if the break in a split-time-run exceeds two hours, the Operator shall be paid at straight time for the period of the break in the split-time-run that is in excess of two hours. While being paid during a break in a split-time-run that exceeds two hours, the Operator shall stand by in the report room to accept any assignments within the Operator’s competence that SFMTA requires. Such assignments will be work in the customary line of work performed by the Operator.

**Section 14.4 Overtime Pay For Spread or Range Time Greater Than Ten (10) Hours**

- 178. For the purpose of this section, “spread or range time” shall mean the period of time between when an Operator begins work and when an Operator ends work. If a regular split-time-run is not completed within a range of ten hours, SFMTA shall pay the Operator one and one-half times the Operator’s regular rate of pay for all time worked in excess of said ten (10) hours.
- 179. No Full-Time Operator shall be scheduled to work a range greater than twelve hours. No Part-Time Operator shall be scheduled to work a range greater than thirteen hours.

**Section 14.5 Work Time**

180. For the purpose of computing straight and overtime pay, work time will include:
181. (1) Time as platform employees, operating a transit vehicle, or collection work.
182. (2) Time on report.
183. (3) Time spent by an Operator when requested by a duly authorized railway representative to act as a witness or perform similar duties in the interest of the SFMTA.
184. (4) Standby time on split-time-run time.
185. (5) Time spent by a permanent Operator in breaking in on unfamiliar equipment.
186. (6) Time spent when an Operator is required to travel from a relief point away from the home division to the home division, or the opposite: the running time from the home division to the relief point plus one-half the headway on line(s) traveled to or from the division. When travel time is required between pieces of work, such travel shall be shown attached to the piece of work that concludes or commences away from the division. Interline travel shall be shown attached to the shorter piece of the run.
187. (7) Time required of designated Transport Workers Union Local 250-A representatives by the division to attend special meetings called by the division manager or other railway officials.
188. (8) Time spent in performing other duties at the request of a duly authorized SFMTA representative.
189. (9) Time taken for required Department of Motor Vehicle test(s) during the Operator's regular working hours.
190. (10) Three hours of medical examination required for an Operator's license if the examination is not taken during the Operator's regular work hours.
191. (11) Reporting - clearing allowance shall be included as work time when the Operator is required to "report" and "clear" as follows:
- (a) Fifteen (15) minutes when an Operator reports or starts a run or a collect from a division.



- (b) Fifteen (15) minutes when an Operator ends a run or a collect at a division when a turn-in is required, except that cable car conductors shall be allowed twenty (20) minutes for cash and receipt turn-in.
  - (c) Twenty (20) minutes when an Operator reports or starts a run on an LRV.
  - (d) Thirty-five (35) minutes when an Operator reports or starts a run on LRV that is a two car one Operator train.
  - (e) Fifteen (15) minutes when an Operator reports or starts a run on a PCC car.
- (12) Lunch period. Operators assigned to work requiring six (6) or more hours of continuous work will receive twenty (20) minutes of straight time pay in lieu of a lunch period.

**Section 14.6 Operator Participation In an Investigation or Court**

192. All Operators called to participate in an investigation or Court on SFMTA's business shall be paid their regular hourly rate. In all cases where Operators are taken from the work to which they have been assigned to go to participate in an investigation or Court, they shall not receive less pay within the time of their original assignment or run than they would have received had they not been taken from it. When an Operator whose run finishes after 10:00 P.M. is required to report to participate in an investigation or Court before noon the following day, the Operator shall be relieved from his/her run no later than 10 p.m. the night before and shall be paid in full for the run.

**Section 14.7 Time Off Between Scheduled Work**

193. No Operator will be required or asked to perform without a minimum of eight (8) hours off between the time of completion of the last shift and the commencement of the next shift.

**Section 14.8 Accident Reports**

194. Operators required to remain on duty to prepare a necessary accident report shall receive one (1) hour of pay at the straight time rate. Standby time, if any, at the end of the run will be subtracted from the one (1) hour.

**ARTICLE 15. WORK ON REGULAR DAY OFF (RDO)****Section 15.1 Procedures For Requesting And Distributing Overtime Work On RDO**

195. An eligible full-time Operator may request to work overtime on the Operator's regular day off work ("RDO"). Article 15 shall not apply to Part-Time Operators. The procedure for requesting and distributing RDO work among eligible full-time Operators shall be as follows:
- (a) Operators must submit a request for RDO no later than 48 hours before their RDO. Operators may request to work AM, PM, OWLS or a combination of shifts, but only one RDO shift will be assigned to each Operator. Operators who submit a request after the 48-hour deadline will be added to the bottom of the list.
  - (b) On the first day of a signup, the division dispatcher shall assign all overtime work on an RDO by seniority. As usage builds, Operators with the least amount of work on an RDO shall move to the top of the list. The division dispatcher shall determine ties by seniority.
  - (c) Based on service needs, division dispatchers will determine which runs will be assigned to Operators working overtime on their RDO.
  - (d) If an Operator works overtime on the sixth day of his/her RDO, s/he will go to the bottom of the RDO list for the seventh day of his/her RDO.
  - (e) If an Operator is scheduled for RDO and fails to work on their sixth day, s/he will be placed on the bottom of the RDO list on the seventh day. Seventh day RDO takes seniority over Operators added to the bottom of the list.
  - (f) To be paid at the overtime rate of pay defined in Section 14.2, Operators must perform work in excess of forty (40) hours in each established work week or eight (8) hours in a work day. For the purpose of calculating the hours worked in each established work week, SFMTA shall include jury duty, military leave, and statutory holidays in the calculation of the number of hours worked. Vacation hours, sick leave, compensatory time and any other paid or unpaid leaves not listed in this paragraph shall not be counted as hours worked. If an Operator working on her/his RDO does not qualify for overtime pay, the Operator shall be paid at straight pay.
  - (g) After the division RDO list has been exhausted, dispatchers may take whatever steps needed to manage open runs. RDO assignments shall be made first from the RDO list in the division. If

the RDO list in the division is exhausted, the Division Dispatcher can contact another division dispatcher for their available RDO list.

**Section 15.2 Distribution Of Overtime**

196. Overtime work on Operator’s RDOs shall be distributed equitably among Operators in each Division who submit a request. SFMTA shall provide the Transport Workers Union Local 250-A records showing the requests for overtime and the detail payroll list of work done in the Division the previous day.

**Section 15.3 Ineligible For Voluntary Overtime Work On RDO**

197. An Operator may be ineligible to work overtime on the Operator’s RDO for any of the reasons stated in this section.
- (a) No Operator who has, within the last 130 scheduled work days been absent without leave or has had an unexcused absence or called in sick when he or she had less than 8 hours of accrued sick leave, shall be eligible for work on his or her RDO.
  - (b) No Operator shall be allowed to work RDO who has been suspended during the 2 months prior to that RDO.

**ARTICLE 16. OPERATORS UNDER INSTRUCTION**

**Section 16.1 Learning New Mode**

198. Except as provided in Section 14.2, when learning different equipment, all Operators who have passed the probationary period shall be paid at their regular rate except as herein provided. This also applies to Operators who return to work after absence. Operators required to go to the Instruction School on their own time shall be paid travel time to and from their division at applicable rate. If an Operator switches modes of equipment more than once in a three year period, on the second or subsequent switches he or she will be permitted 5 days of training only at his or her regular rate of pay. Training required thereafter shall be on the Operator's own time.

**Section 16.2 Retraining After Personal Leave**

199. If an Operator is granted personal leave for a period of 60 days or more, any retraining required shall be on the Operator's own time.

**ARTICLE 17. JOINT LABOR MANAGEMENT, SAFETY AND WORKERS  
COMPENSATION COMMITTEES**

**Section 17.1 Joint Labor Management Committee**

200. The goals of the Joint Labor Management Committee are:

- Discussion of Radios
- Discussion of Gilley Rooms
- Achieving and maintaining full staffing;
- Ensuring realistic schedules;
- Improving the quality and timeliness of service to the public;
- Improving Operator morale;
- Reducing job-related stress;
- Improving attendance and reducing unscheduled absences;
- Increasing opportunities for Operators to take short periods off to address health, family and other urgent needs;
- Reducing Customer Complaints, accidents and claims;
- Improving employee safety and health;
- Reducing the number and length of workers compensation claims;
- Facilitating ways to improve the resolution of grievances, accidents, and disciplinary issues.
- Addressing police security and crime aboard SFMTA equipment;
- Improving communication between Operators, Central Control, Street Supervisors and Dispatchers;
- Ensuring availability of restroom facilities for Operators.

201. SFMTA will provide appropriate staff and funding to assist the JLMC in achieving its goals, subject to the budgetary authority of the SFMTA Board of Directors.

202. Recommendations regarding these issues may be forwarded to the Director of Transportation for implementation consideration in his sole discretion.

**Section 17.2 Joint Safety Committee**

203. The SFMTA and the Transport Workers Union Local 250-A shall establish a joint safety committee hereinafter termed "JSC" composed of an equal number of Transport Workers Union Local 250-A and SFMTA representatives. These representatives shall select an independent, neutral committee member who shall be knowledgeable in the field of health and safety who shall serve as chairperson. Expenses of the independent chairperson shall be shared equally by the Transport Workers Union Local 250-A and SFMTA. SFMTA's share of the expenses of the independent chairperson shall be limited to \$5,000 over the term of

this MOU. The JSC shall meet within five days of the call of either party. If one party refuses or fails to meet when a meeting is called, the other party may proceed with the selection of an independent, neutral committee member, who shall serve as chairperson, and the JSC shall commence its activities. The JSC shall consider and propose action on any aspect of SFMTA's operations affecting the health and safety of Operators. If any action proposed by a majority of the members of the JSC is not implemented, the matter shall be referred to the Executive Director/CEO or his/her designee and the President of the Transport Workers Union Local 250-A for handling, and if the matter is still not resolved, subject to the budgetary and fiscal provisions of the charter, the committee is authorized to take reasonable steps to publish at SFMTA's expense its findings and proposed action.

**Section 17.3 Joint Study Committee on Workers Compensation**

204. SFMTA and the Transport Workers Union Local 250-A shall establish a committee to review the SFMTA's procedures for handling and resolving workers' compensation claims and make recommendations for their improvement. This committee shall begin meeting upon the request of either party. If the parties mutually agree, this MOU may be reopened during its term for the sole purpose of negotiating over any changes to the workers' compensation system recommended by the committee. Issues negotiated during any such reopener shall not be subject to interest arbitration.

**ARTICLE 18. RULES AND POLICIES**

205. It is the intent of SFMTA management during the course of this contract to update the rules and policies. The current rules and policies will be reviewed and updated and rewritten as appropriate, and shall not modify or violate any terms of this MOU. The proposals will be given to the Transport Workers Union Local 250-A and meet and confer sessions shall be held as to all rules that significantly affect terms and conditions of employment.
206. In an emergency, SFMTA management may give immediate effect to a rule or policy if it determines that immediate imposition is necessary for the safety of passengers or Operators or the operational sufficiency of the system. The time period for which the emergency is in force will be indicated on the order announcing the emergency rule or policy. An emergency rule or policy may not remain in force for longer than 30 days unless SFMTA has given notice and opportunity to bargain and the Transport Workers Union Local 250-A has either failed to request bargaining or the Transport Workers Union Local 250-A has refused to participate in negotiations.

**ARTICLE 19. DISCIPLINE**

**Section 19.1 Standards for Discipline**

Permanent Operators

207. SFMTA's Executive Director/CEO or designee may discipline any non-probationary permanent Operator for just cause. In imposing discipline, SFMTA shall act in a fair and equitable manner. Discipline imposed shall be related to the offense committed with due regard for the Operator's employment record.

Probationary Operators

208. The Executive Director/CEO or designee may release or discipline an Operator during the Operator's probationary period without cause, and such decisions shall not be subject to the grievance procedure in Article 22.

**Section 19.2 Right to View Photographs and Video**

209. Before SFMTA makes a decision to suspend or terminate an Operator as a result of a Customer Service Complaint, Drivecam video, or other video submitted as part of a Customer Service Complaint, the Division Manager or Assistant Manager shall offer the Operator an opportunity to watch the video or photos provided by the complainant and watch the Drivecam Video. In addition, the parties acknowledge that SFMTA has provided the Transport Workers Union Local 250-A with an access number or password to Drivecam video, and the Transport Workers Union Local 250-A may watch Drivecam video without waiting for a meeting with the Division Manager or Assistant Manager

**Section 19.3 Timelines for Discipline and Disciplinary Grievance Arbitration**

210. The timelines provided for discipline and grievances may be extended by mutual agreement of the Transport Workers Union Local 250-A and SFMTA, which agreement shall not be unreasonably denied. The reasonableness of any denial by either the Transport Workers Union Local 250-A or SFMTA of a request for an extension of a timeline in Article 19 and Article 22 shall be an issue for determination at arbitration. Any period of time when the Operator is on sick leave, vacation, workers comp leave or is on any other official leave shall be excluded from the calculation of the applicable number of working days after knowledge of the event, conduct, or occurrence.

**Section 19.4 Definition of Discipline And Progressive Discipline**

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Disciplinary Suspension or Discharge

211. “Discipline” shall be defined to include disciplinary suspension without pay, or discharge. Changes in assignment and reassignments made for the purpose of improving service or addressing performance problems shall not constitute discipline and shall not be subject to the grievance procedure in Article 22.

Warnings and Written Reprimands

212. Oral or written warnings, including caution and reinstruction, and written reprimands shall constitute elements of progressive discipline, but shall not be subject to the grievance procedures in Article 22. If an Operator submits a written rebuttal within thirty (30) working days from the date of the written reprimand or warning to the Office of Human Resources, SFMTA shall attach the Operator’s written rebuttal to any written reprimand or warning and shall place both the written reprimand or warning and the rebuttal in the Operator’s official personnel file. If any written reprimand, caution and reinstruction, performance evaluation, oral or written warning is submitted in evidence in any disciplinary or grievance proceeding, the Operator’s rebuttal shall be submitted at the same time, and all issues relating to the written reprimand, caution and reinstruction, performance evaluation, oral or written warning, or the Operator’s rebuttal may be argued in that proceeding without regard to the time elapsed since the written reprimand, caution and reinstruction, performance evaluation, oral or written warning or Operator’s rebuttal was issued.

Performance Evaluations

213. Performance evaluations shall not constitute discipline and shall not be subject to the grievance procedure in Article 22. If an Operator submits a written rebuttal within thirty (30) working days from the date of the performance evaluation to the Office of Human Resources, SFMTA shall attach the written rebuttal to the unfavorable performance evaluation and shall place both the performance evaluation and the written rebuttal in the Operator’s official personnel file.

Progressive Discipline

214. For most offenses, SFMTA will use a system of progressive discipline under which the Operator will be given increasingly more severe discipline. A common pattern might include oral warning, written warning, suspension, and finally, discharge for cause.
215. Progressive discipline need not apply in cases of severe misconduct including but not limited to reporting to work or operating a SFMTA transit vehicle or equipment while under the influence of an alcoholic beverage or

any drug, or under the combined influence of an alcoholic beverage and any drug, the unlawful use or possession of a drug or alcoholic beverage, mishandling of funds, vicious conduct, or serious willful abuse of SFMTA equipment.

**Section 19.5 Initiation of Discipline**

216. SFMTA shall initiate discipline no later than twenty-eight (28) working days after SFMTA has knowledge of the event, conduct, or occurrence on which the discipline is based. This timeline shall be extended in cases involving any of the following: (1) investigations of multiple employees; (2) law enforcement response or reports; (3) temporary unavailability of a witness; (4) language barriers; (5) accidents subject to determination by the TSP; (6) EEO matters; (7) investigations conducted by non-SFMTA personnel; (8) any other case in which SFMTA and the Transport Workers Union Local 250-A mutually agree.

**Section 19.6 Pre-Discipline Due Process Rights**

217. Notice Of Proposed Disciplinary Suspension or Discharge

SFMTA shall initiate discipline by giving the Operator and the Transport Workers Union Local 250-A a preliminary written notice of the proposed disciplinary suspension or discharge.

218. The written pre-discipline notice must contain a specific statement of charges or grounds upon which the proposed disciplinary action is based, the date the proposed disciplinary action would be effective, the scheduled date for the Pre-Discipline Skelly Meeting, which shall be no more than seven (7) working days after SFMTA initiates discipline as described in Section 19.5. If SFMTA alleges that the Operator violated a rule, policy, regulation, or procedure that has been adopted in writing, the rule, policy, regulation or procedure shall be stated in the notice.

219. SFMTA shall attach to the preliminary written notice the written materials, reports or documentation, including any public complaints with complainant's contact information redacted, upon which the proposed disciplinary action is based.

220. The notice shall be served on the Operator personally or by certified mail, return receipt requested, at the Operator's address on file with SFMTA.

Pre-Discipline Skelly Meeting

221. Prior to discipline being imposed, the Operator shall have the right to respond either orally or in writing at the scheduled Skelly meeting. The purpose of the meeting shall be to permit the Operator to respond to the



charges against the Operator, to offer information regarding the proposed disciplinary action, and to examine the materials, if any, on which the proposed action is based. Specifically, during the Skelly meeting, the Operator shall have the following rights:

- A notice of the proposed action;
- The reasons for the proposed discipline;
- A copy of the charges and the materials upon which the action is based; and
- The right to respond, either orally or in writing, to the authority initially bringing charges.
- The right to have a union representative present.

Post Skelly Meeting

222. SFMTA shall consider the Operator’s response and notify the Operator of the decision no more than seven (7) working days after the Skelly meeting.

**Section 19.7 Implementation of Discipline**

223. SFMTA shall implement discipline upon completion of Step 2 of the grievance procedure in Article 22 or, if no grievance is initiated within that time, five (5) working days after the post-Skelly Meeting notice.

224. In cases of an Operator reporting to work or operating a SFMTA transit vehicle or equipment while under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, the unlawful use or possession of a drug or alcoholic beverage, mishandling of funds, vicious conduct, or serious willful abuse of SFMTA equipment, the discipline shall be implemented immediately upon the service of the post-Skelly Meeting notice.

225. Where an Operator is subject to a disciplinary suspension, the Operator will have the option to serve the suspension through a temporary reduction in pay. An Operator’s pay may be reduced up to 20% for sufficient time to result in a loss of pay equivalent to the pay that would have been lost during the suspension, had it been served, provided that in no event shall a reduction in pay have the effect of reducing an Operator’s pay below any rate required by law. The reduction in pay option shall apply to any number of days of suspension.

### **Section 19.8 Customer Service Complaints**

226. The Division Manager or Assistant Manager or designee will review customer service complaints and determine which ones warrant further investigation. If the customer service complaint ("CSC") lacks merit, the Division Manager or Assistant Manager shall not conduct any further investigation. Customer service complaints involving prohibited discrimination or access rights shall not be subject to the provisions of this section.
227. The Division Manager or Assistant Manager will meet periodically with the Transport Workers Union Local 250-A Chairperson to review customer service complaints and identify and resolve issues related to such complaints.
228. If the Division Manager or Assistant Manager determines that a customer service complaint may have merit and an investigation is necessary, the Division Manager or Assistant Manager or designee will discuss the CSC with the Transport Workers Union Local 250-A. As one element of any investigation of a customer service complaint, the Division Manager or Assistant Manager shall schedule a telephone conference with the complainant and offer the Operator and the Transport Workers Union Local 250-A the opportunity to listen and submit suggested questions to the Division Manager or Assistant Manager while the Division Manager or Assistant Manager asks the complainant questions.
229. Every effort will be made to resolve customer complaints at the Transit Operating Division level.

### **Section 19.9 Collision and/or Incidents Procedure**

230. The procedure described in this Section 19.9 shall apply only to investigations and discipline based on Operator collisions and/or incidents. For the purpose of this Section 19.9, an incident shall mean "injury to persons or damage to property directly related to the operation of a vehicle, but not caused by a collision."

#### **Investigation of A Collision And/Or Incident**

231. In the event an Operator is involved in a collision or incident, SFMTA's Chief Safety Officer shall assign a skilled Transit Safety Professional to investigate. SFMTA's Chief Safety Officer shall assign at least one skilled Transit Safety Professional ("TSP") to each of the following: (a) Motor Coach, (b) Trolley Coach, and (3) Rail. The assigned TSP shall rate each collision and incident as preventable or non-preventable. The TSP's determination as to whether the collision or incident is preventable or non-

preventable shall not be grievable or subject to review through the grievance procedure in Article 22.

Definition of Preventable or Non-Preventable

232. SFMTA shall classify the collision or incident as preventable or non-preventable by applying the National Safety Council's Safe Driver Award Program definition in effect on July 1, 2011. The National Safety Council Safe Driver Award Program defines a preventable collision or incident as one that "results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent it."

Definition of Major and Minor Accidents

233. Major accidents include, but are not limited to, collisions and incidents involving fatalities, pedestrians, injuries resulting in transport to a hospital, property damage greater than \$15,000, and those involving a violation of traffic laws or SFMTA safety rules.
234. Minor accidents include, but are not limited to, collisions and incidents involving damage to property of \$15,000 or less and minor injuries.

Procedure for Minor Accidents

235. 1. The assigned TSP will grade the accident as preventable or non-preventable.
236. 2. If the minor accident is graded preventable, the TSP will review the Operator's driving record using a rolling twelve (12) month period from the date of the current accident. If the Operator has no other preventable accidents during that period, the current accident will be referred to the Division Manager or Assistant Manager.
237. 3. The Division Manager or Assistant Manager, in the presence of a Chairperson, will review the accident with the Operator. The Division Manager or Assistant Manager may change the original grading based upon information the Operator or the Transport Workers Union Local 250-A provides at the review. If the accident is deemed preventable at the conclusion of the review, no discipline will be attached to that minor accident.
238. 4. If the Operator has no other preventable accident in the twelve (12) month rolling period preceding the current accident, the Division Manager or Assistant Manager will determine whether this review is sufficient to assist the Operator in preventing future accidents.

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- 239. 5. If the Division Manager or Assistant Manager determines that re-training is necessary, the Operator will be sent for retraining. SFMTA will determine the extent and content of the training.
- 240. 6. The decision of the Division Manager or Assistant Manager for minor accidents not referred for discipline is not subject to further review.
- 241. 7. If the Operator has one or more preventable accidents in the twelve (12) month period preceding the current accident, the current accident will be graded by the TSP, who will determine if the accident is preventable or non-preventable.
- 242. If the TSP determines the accident was preventable, the accident will then be referred to the Chief Safety Officer for review. If the Chief Safety Officer upholds the determination of preventability, the Division Manager or Assistant Manager, in the presence of a Transport Workers Union Local 250-A Chair, will review the accident. If the Division Manager or Assistant Manager determines that discipline is appropriate, the matter will proceed through the discipline process.

Procedure For Major Accidents

- 243. 1. For major accidents, the assigned TSP will grade the accident as preventable or non-preventable.
- 244. 2. If the accident is graded preventable, the Division Manager or Assistant Manager in the presence of a Transport Workers Union Local 250-A Chair, will review the accident.

245. Initiation Of Discipline Based On Collision Or Incident

- 246. If the Division Manager or Assistant Manager determines that discipline is appropriate, the Division Manager or Assistant Manager shall initiate discipline by giving the Operator and the Transport Workers Union Local 250-A a preliminary written notice of the proposed disciplinary suspension or discharge and scheduling a Skelly meeting. The Hearing Officer for the Skelly Meeting shall be a Division Manager or Assistant Manager or designee from a division other than the division at which the Operator is assigned. If the Operator does not agree with the Skelly Officer's decision, the Operator may appeal the discipline by filing a disciplinary grievance at Step 2 (labor relations) of the grievance procedure in Article 22.

**Section 19.10 Appeal Discipline By Using Grievance Procedure**

Appeal of Discipline

247. A permanent non-probationary Operator who alleges that discipline has been imposed in violation of this Article shall challenge the discipline by using the grievance procedures in Article 22.

**Section 19.11 Personnel Files**

248. An Operator shall have the right to review any material of a derogatory nature before it is placed in the Operator's personnel file. If the Operator submits a written rebuttal within thirty (30) working days from the date of SFMTA management gives the Operator the material. SFMTA shall attach the Operator's written rebuttal to the derogatory material and have those comments attached to derogatory material in the personnel file.
249. An Operator, or a Transport Workers Union Local 250-A representative with the Operator's written authorization, shall have the right to examine and/or to obtain copies of materials in the Operator's personnel file. The Operator shall make an advance appointment with the SFMTA Human Resources office to examine the file.
250. If material of a derogatory nature from any source, including a Customer Service Complaint or any other investigation, is found not to relate to a particular Operator (i.e. involves mistaken identity) the material shall not be placed in or shall be removed from the Operator's personnel file.
251. Only one (1) official personnel file shall be maintained on any represented employee. The official personnel file shall be located at the SFMTA Human Resources Division.

**Section 19.12 Late For Work ("Lateness") and Absence Without Leave ("AWOL")**

A. Late For Work

252. If an Operator reports late for duty without approval but does report and takes a scheduled non-overtime run, such late reports will be

tracked and recorded on a rolling five month period with the disciplinary procedures up to the following:

- i. First violation within a five (5) month period – oral warning
- ii. Second violation within a five (5) month period – written warning.
- iii. Third violation within a five (5) month period – five (5) day suspension
- iv. Fourth violation within a five (5) month period –ten (10) day suspension
- v. Fifth violation within a five (5) month period – up to termination

**B. Absence Without Leave (AWOL)**

253. When an Operator fails to report for duty, and does not receive approval, the absence will be defined as an Absence Without Leave (AWOL) and will be tracked and recorded on a rolling eight (8) month period with the disciplinary procedures up to the following:

- i. First violation within an eight (8) month period – Discipline a two (2) day suspension
- ii. Second violation within an eight (8) month period – Discipline a ten (10) day suspension
- iii. Third or further violation within an eight (8) month period – termination.

**Section 19.13 Loss of Funds**

254. Pursuant to Administrative Code Sections 10.25.1 through 10.25.9, no Operator shall be charged for losses of funds or equipment in his/her possession, belonging to the SFMTA, resulting from petty theft, robbery or other crime, as proven by the Operator, or resulting from a situation where it is proven by the Operator that no action of the Operator contributed to the loss.

**Section 19.14 Wrongful Suspensions or Discharges**

255. If it is finally determined that a suspension or discharge is unwarranted, the Operator shall be reinstated to his or her former position without loss of seniority; he or she shall be paid wages lost as though he or she had

not been suspended or discharged; and no entry shall be made in the Operator's personnel record of such suspension or discharge.

**Section 19.15 Notification to Operators**

256. Notification to Operators through Certified Mail will be used for:
- a. Step 3 Dismissal/Termination Cases (scheduling and decisions)
  - b. Civil Service Rule 22 Hearing
  - c. Arbitration

**ARTICLE 20. PAY DAYS**

**Section 20.1 Paychecks**

257. PAPERLESS PAY POLICY
258. Effective on a date to be established by the Controller, but not sooner than September 1, 2014, the City shall implement a Citywide Paperless Pay Policy. This policy will apply to all City employees, regardless of start date.
259. Under the policy, all employees shall be able to access their pay advices electronically, and print them in a confidential manner. Employees without computer access shall be able to receive hard copies of their pay advices through their payroll offices upon request. Upon implementation of the policy, other than for employees described in the preceding sentence, paper pay advices will no longer be available.
260. Under the policy, all employees (regardless of start date) will have two options for receiving pay: direct deposit or bankcard. Employees not signing up for either option will be defaulted into bankcards.
261. Prior to implementing this policy, the City will give all employees organizations a minimum of 30-days' advance notice.
262. The union hereby waives any further right to meet and confer over the Citywide Paperless Pay Policy or its implementation, including meet and confer over the effects of the policy.
263. Grievances brought with respect to this section, Paperless Pay Policy, shall be initiated at Step 2 of the grievance procedure. Grievances brought regarding underlying compensation issues will be initiated at Step 1, pursuant to the grievance procedure.

**Section 20.2 Correcting Payroll Problems**

264. The procedures agreed to between TWU and the SFMTA for other employees represented by TWU for correcting payroll errors shall also apply to transit Operators. The following guidelines will be used to correct the most significant problems first:
265. No check on payday for the pay period: Highest priority. Full check issued as quickly as possible, within four (4) hours if PPSD or departmental payroll division is notified before noon on payday or before noon on any subsequent day. If PPSD or departmental payroll division is notified after noon but before 4:00 p.m., the check will be issued no later than noon of the following day. 308. Check on payday is 10% or more short of total due for pay period: Second priority. Correcting payment to be issued as quickly as possible, with the goal of three (3) working days from report to payment.
266. Check on payday is less than 10% short of total due for pay period: Third priority. Correcting payment to be issued as quickly as possible, with a goal of within ten (10) working days from report to payment.

**ARTICLE 21. RETIREMENT SYSTEM PARTICIPATION FOR EMPLOYEE REPRESENTATIVES**

267. Employee representatives will be entitled to service credit in the San Francisco Retirement system subject to charter Section 8.519.

**ARTICLE 22. GRIEVANCE PROCEDURE**

268. The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances. These shall be the sole and exclusive procedures for resolving grievances as defined in this Agreement. The provisions of this article up to and including binding arbitration, are in lieu of and supersede the termination appeal procedures in Civil Service Rule 422.

**Section 22.1 Definition of A Grievance**

269. A grievance shall be defined as any dispute or allegation by an employee, a group of employees or the Transport Workers Union Local 250-A involving the interpretation or application of this Agreement, including discipline and discharge of employees. The employee, group of employees or the Transport Workers Union Local 250-A shall be referred to as the "grievant." A grievance does not include the following:
- All civil service rules excluded pursuant to Charter Section A8.409 3.
  - The SFMTA's exercise of management rights.



**Section 22.2 Complaints of Discrimination and Sexual Harassment**

270. A complaint of discrimination or sexual harassment may, at the option of the employee, group of employees, or Transport Workers Union Local 250-A, be processed through the grievance and arbitration procedures of this Agreement, or through the applicable Civil Service Rules, the City Administrative Code and federal and state law. Provided, however, if the employee, group of employees, or a Transport Workers Union Local 250-A elects to pursue remedies for discrimination or sexual harassment complaints outside the procedures of the Agreement, it shall constitute a waiver of the right to pursue that complaint through the grievance and arbitration process.

**Section 22.3 Time Limits and Extensions**

271. The number of working days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

272. The time limits in this grievance procedure may be extended by mutual agreement of the parties. Any such extension must be confirmed in writing. A “working day” shall be defined as any Monday through Friday, excluding legal holidays granted by the City and County of San Francisco and SFMTA.

273. The parties agree that if either party misses a time limit contained in this Section, the grievance shall progress immediately to the next step of the Grievance Procedure.

**Section 22.4 Statement Of A Grievance**

274. A grievance shall specify:

- the specific section(s) of this Agreement alleged to have been violated;
- the facts giving rise to the alleged violation; and
- the remedy requested for the alleged violation.

275. The Parties may mutually agree that a grievance may be filed at Step 2 of the grievance procedure. Any such agreement must be confirmed in writing.

**Section 22.5 Transport Workers Union Local 250-A Rights In Individual Employee Filed Grievances**

276. When an individual employee grievant is not represented by the

Transport Workers Union Local 250-A, SFMTA shall send the Transport Workers Union Local 250-A a copy of the grievance. In addition, SFMTA shall notify the Transport Workers Union Local 250-A about grievance meetings scheduled between the grievant and SFMTA, inform the Transport Workers Union Local 250-A about any SFMTA responses to the grievance, and shall allow a Transport Workers Union Local 250-A representative to attend all grievance meetings. The Transport Workers Union Local 250-A shall have the right to present its views on the grievance, in writing, at all steps of the procedure. Only the Transport Workers Union Local 250-A, not individual employee(s) may move a grievance (including a grievance regarding disciplinary action) to Step 3.

## **Section 22.6 Procedural Steps In Processing a Grievance**

### **Informal Discussion With Immediate Supervisor**

277. Except for disciplinary grievances, the grievant shall attempt to resolve grievances by scheduling an informal conference with the grievant's immediate supervisor, before filing a formal written grievance.

### **Step 1: Formal Written Grievance (Director of Transit's Designee)**

278. Within twenty (20) working days of the occurrence of a non-disciplinary event alleged to constitute a grievance or within five (5) working days of a post-Skelly meeting notice, the grievant shall present a grievance, in writing, to a manager designated by the Director of Transit. A representative of the Transport Workers Union Local 250-A shall be permitted to be present when the grievance is presented. If the grievant requests a meeting, the Director of Transit's Designee shall schedule a meeting within the five (5) working days and a representative of the Transport Workers Union Local 250-A shall be permitted to be present. The Director of Transit's Designee shall communicate the decision in writing to the grievant and to the Transport Workers Union Local 250-A, within ten (10) working days after receiving the grievance.

279. **Step 2: Appeal to Manager, Employee & Labor Relations**

At any time within five (5) working days after the Step 1 decision, the grievant or the Transport Workers Union Local 250-A may appeal the Step 1 decision, in writing to the Manager, Employee & Labor Relations or designee. Manager, Employee & Labor Relations or designee shall conduct a meeting on the grievance within fifteen (15) working days after receipt of the appeal, and the grievant and the Transport Workers Union Local 250-A shall be given notice of the meeting and an opportunity to be heard. Within fifteen (15) working days after the meeting, the Manager, Employee & Labor Relations or designee shall file the written decision and deliver a copy of

the decision to the grievant and to the Transport Workers Union Local 250-A.

Step 3: (Binding Arbitration Level)

280. The Transport Workers Union Local 250-A may, at any time within seven (7) working days after the mailing of the Step 2 decision, appeal from such decision to an arbitrator by filing written notice of the appeal with the Manager, Employee & Labor Relations or designee and arbitrator, except where the appeal is from a proposed disciplinary dismissal, in which event the appeal must be initiated within one (1) working day of the Step 2 decision. The parties to the binding arbitration are the SFMTA and the Transport Workers Union Local 250-A. Only the Transport Workers Union Local 250-A, not individual employee(s) may move a grievance (including a grievance regarding disciplinary action) to Step 3.
281. The arbitrator shall conduct a hearing on the grievance or grievances submitted to him/her within thirty (30) working days after receipt by him/her, or such reasonable time as the arbitrator's schedule permits.
282. Operator Rights. During the arbitration hearing, the Operator shall have the following rights:
283. The Operator shall attend any hearing, unless excused by the arbitrator), and shall be entitled to:
- be represented by counsel or the Transport Workers Union Local 250-A at the hearing;
  - testify under oath;
  - compel the attendance of other SFMTA employees to testify in his/her behalf;
  - cross-examine all witnesses appearing against all SFMTA employees whose actions are in question or who have investigated any of the matters involved in the hearing and whose reports are offered in evidence before the Hearing Officer;
  - impeach any witness;
  - present such evidence as the arbitrator deems pertinent to the inquiry;
  - argue the case.

284. SFMTA shall be entitled to the same privileges.
285. The arbitrator shall have thirty (30) working days after the close of the hearing to render a decision.
286. The arbitrator's report shall be in writing, shall contain a factual summary of the grievance or grievances, the evidence, and arbitrator's decision, which shall be final and binding. Notice of the arbitrator's final and binding decision shall be mailed promptly to the Operator and the Transport Workers Union Local 250-A.
- The arbitrator shall have no power to add to or subtract from the provisions of this Agreement.
287. The Manager, Employee & Labor Relations or designee, and the Transport Workers Union Local 250-A shall endeavor to agree upon a panel of five arbitrators to serve for the term of this agreement. Should these parties fail to reach such agreement within twenty (20) working days after the execution of this Agreement, then, upon the written request of either party, the State Mediation and Conciliation Service shall send a list of five (5) arbitrators, and the parties shall select from the list by alternately striking arbitrators from the list until one arbitrator remains. The cost of the services of the impartial hearing officer shall be shared equally by the Transport Workers Union Local 250-A and SFMTA.
279. Each party shall bear its own expenses in connection with the grievance procedure, including arbitration. All fees and expenses of the arbitrator and court reporter and report, if any, shall be borne and paid in full and shared equally by the parties.

**Section 22.7 Expedited Arbitration Procedures**

280. By mutual agreement, the parties may agree to submit any grievance to expedited arbitration. If the parties agree to expedited arbitration, the arbitrator shall be selected from the same panel described in Section 22.6.
281. If the parties elect to submit a grievance to expedited arbitration, closing arguments shall be presented orally, unless the parties agree to submit written briefs. The parties agree that the arbitrator shall issue a bench decision and subsequently provide a written decision memorializing his/her decision provided that the parties, by mutual agreement, may elect to obtain written decision following the parties' submission of written briefs.
282. The arbitrator shall have no power to add to or subtract from the provisions of this Agreement.
283. Nothing contained in this procedure shall be construed to deny to any

employee his/her rights under the law or under applicable civil service rules, regulations and practices, or to diminish the powers and duties of the SFMTA Executive Director/CEO or his/her designee, as prescribed in the Charter of the City and County of San Francisco.

**ARTICLE 23. NO DISCRIMINATION**

**Section 23.1 Discrimination Prohibited**

284. The SFMTA and Transport Workers Union Local 250-A agree to comply with all applicable laws, regulations and orders of any public authority relating to non-discrimination in employment, and the SFMTA and Transport Workers Union Local 250-A agree that no represented member shall in any way be discriminated against because of race, color, creed, religion, sex, national origin, physical handicap, age, political affiliation or opinion, or sexual preference.

**Section 23.2 No Discrimination on Account of Transport Workers Union Local 250-A Activity**

285. Neither the SFMTA nor the Transport Workers Union Local 250-A shall interfere with, intimidate, restrain, coerce or discriminate against any employee because of the exercise of rights granted pursuant to the SFMTA Employee Relations Operating Resolution and the Meyers-Milias-Brown Act.

**ARTICLE 24. TRANSPORT WORKERS UNION LOCAL 250-A DUES AND AGENCY SHOP**

**Section 24.1 Payroll Deductions**

286. Except as provided more specifically in Section 24.6, payroll deductions from the pay of dues or service fees to be paid to the organization representing the Operator pursuant to this agreement shall be made by the Controller from the regular periodic payroll warrant of each Operator in accordance with the Controller's regulations and the provisions of Section 16.92 of the San Francisco Administrative Code.

**Section 24.2 Deductions of Insufficient Pay**

287. If any Operator does not have sufficient pay during a particular pay period, any deductions owed shall be accumulated and shall be paid in the first pay period or period in which there are sufficient earnings for such purpose.

**Section 24.3 Agency Shop**

288. Except as provided elsewhere in Article 24, all persons employed by the

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SFMTA in the Civil Service classifications for which the Transport Workers Union Local 250-A is the recognized employee representative pursuant to Article 2 shall, as a condition of continued employment, become and remain a member of the Transport Workers Union Local 250-A or, in lieu thereof, shall pay a service fee to the Transport Workers Union Local 250-A. The service fee payment shall be established annually by the Union, provided that such agency shop fee will be used by the Transport Workers Union Local 250-A only for the purposes of collective bargaining and representing the employees in the unit.

289. The Transport Workers Union Local 250-A shall comply with the requirements set forth in *Chicago Teachers Union v. Hudson*, 475 U.S. 292 (1986) for the deduction of agency shop fees. Annually, the Transport Workers Union Local 250-A shall certify in writing to the SFMTA that the Transport Workers Union Local 250-A has complied with the requirements set forth in the relevant sections herein and in Hudson.

#### **Section 24.4 Religious Exemptions**

290. Any employee of the SFMTA in a classification described in Section 24.3 hereof, who is a member of a bona fide religion, body or sect, which has historically held conscientious objections to joining or financially supporting a public employee organization and is recognized by the National Labor Relations Board to hold such objections to Transport Workers Union Local 250-A membership, shall, upon presentation of proof of membership and historical objection satisfactory to the SFMTA and the Transport Workers Union Local 250-A, be relieved of any obligation to pay the required service fee.

#### **Section 24.5 Exemption for Management, Confidential or Supervisory Employees**

291. The provisions of this Article shall not apply to individual employees of the SFMTA in representation Unit 7 who have been properly and finally determined to be management, confidential, or supervisory employees pursuant to Section 16.208 of the San Francisco Administrative Code. Except when an individual employee has filed a challenge to a management, confidential or supervisory designation, the Executive Director/CEO or his/her designee and the Transport Workers Union Local 250-A shall meet as necessary for the purpose of attempting to make such determinations by mutual agreement. The Executive Director/CEO or his/her designee shall give the Transport Workers Union Local 250-A no less than ten working days prior notice of any such proposed designation. Disputes regarding such designations shall be promptly resolved pursuant to Section 16.208(b) of the San Francisco Administrative Code.

**Section 24.6 Service Fees from Nonmembers**

292. Service fees from nonmembers shall be collected by payroll deduction pursuant to Administrative Code Section 26.90, provided, however, that should the Transport Workers Union Local 250-A allow an employee to pay membership dues personally to the Union, an employee may elect to make said service fee payments personally to the Transport Workers Union Local 250-A and shall so inform the Controller on a form provided by the City. Employees hired on or after the ratification date shall receive and complete at the time of employment an authorization to deduct membership or agency fees. Said employees shall also be notified of their right to make direct payments to the Transport Workers Union Local 250-A. Failure to comply with this Article shall be grounds for termination.

**Section 24.7 Financial Reporting**

293. Annually, the Transport Workers Union Local 250-A will provide an explanation of the fee and sufficient financial information to enable the service fee payer to gauge the appropriateness of the fee. The Transport Workers Union Local 250-A will provide a reasonably prompt opportunity to challenge the amount of the fee before an impartial decision maker not chosen by the Transport Workers Union Local 250-A and will make provision for an escrow account to hold amounts reasonably in dispute while challenges are pending.

**Section 24.8 Check off**

294. The SFMTA agrees that it will check off and transmit to Transport Workers Union Local 250-A Special Fund the amount specified for each hour worked from the wages of those unit members who voluntarily authorize such contributions on the forms provided for that purpose by said fund. These transmittals shall occur monthly and shall be accompanied by a list of the names of these employees for whom such deductions have been made and the amount deducted for each such employee.

**Section 24.9 Indemnification**

295. The Transport Workers Union Local 250-A agrees to indemnify and hold the SFMTA harmless for any loss or damage arising from the operation of this Article.

**Section 24.10 Transport Workers Union Local 250-A Business Leave**

Transport Workers Union Local 250-A Business Leave for Peer Assistance Program

- 296. SFMTA shall assign up to two Peer Assistance Operators to the Peer Assistance Program. SFMTA shall pay each of the two Peer Assistance Operators for ten (10) hours per day at straight time. Each Peer Assistance Operator shall work at the Peer Assistance Program.
- 297. Until completion of the meet and confer program described in Section 26.3, Peer Assistance Operators shall work full-time on the Peer Assistance Program. After completion of the meet and confer described in Section 26.3, if it is determined that a reduction in the staffing level for the Peer Assistance System is appropriate, SFMTA may assign the Peer Assistance Operators to a ten (10) hour run, including operating up to five (5) hours of AM or PM rush trippers. During the remaining five (5) hours per day, the Peer Assistance Operators shall work on the Peer Assistance Program.

Transport Workers Union Local 250-A Business Leave for Transport Workers Union Local 250-A Chairpersons

- 298. SFMTA shall assign up to seven Transport Workers Union Local 250-A Chairpersons representing Transit Operations Division to a ten (10) hour run, including operating up to five (5) hours of morning rush trippers. SFMTA shall pay each of the seven Transport Workers Union Local 250-A Chairpersons for ten (10) hours at straight time. Each Transport Workers Union Local 250-A Chairperson shall remain available during the day to handle grievances and other Operator related problems that may arise during the course of the day, to attend disciplinary hearings and grievance proceedings, to participate in Sign Ups and meetings of the Safety Committee and Joint Labor Management Committee, and to work collaboratively with the Division Manager or Assistant Manager to resolve issues, promote and to build morale among the Operators at that Division. Each Transport Workers Union Local 250-A Chairperson shall have the same regular days off as the Division Manager or Assistant Manager. This Section shall apply to only one Transport Workers Union Local 250-A Chairperson per Division.

**ARTICLE 25. SICK LEAVE PROCEDURE**

**Section 25.1 Sick Leave**

- 299. SFMTA shall grant, accumulate, administer, and enforce sick leave in accordance with Rule 420, Articles II and III of the Civil Service Rules. These rules shall not be subject to review in arbitration, except to the extent that they are used as a basis for discipline.



**Section 25.2 Physical Exam**

300. SFMTA may require a Operator to pass a return to work fitness for duty exam. For physical examinations, SFMTA may require the Operator to pass a functional capacity exam, and the job description or essential function job analysis for the Operator position will establish the standard for the functional capacity exam. In addition, SFMTA reserves its right under law to require a Operator to successfully pass a fitness for duty exam demonstrating that the Operator can perform the essential functions of the Operator's position with or without reasonable accommodation.

**Section 25.3 Returning from Sick Leave**

301. On returning from sick leave after an absence of more than five (5) working days, an Operator must have a statement from the Operator's doctor stating:
- a. Date and time of treatment;
  - b. Duration of illness;
  - c. Date cleared to return to work, and that the Operator is capable of performing the Operator's regular duties.

**Section 25.4 Notification on Returning from Sick Leave**

302. Any Operator who notifies his/her Division no later than 12:30 p.m. on one day of his/her intent to return to work the following day shall be given his/her regular run on that day. If the Operator fails to notify the Division of his/her intent to return by 12:30 p.m. the prior day but reports to work no later than 7:30 a.m. on the day of his/her return, the Operator shall be placed on the report list for that day and shall be assigned work by the Dispatcher.

**ARTICLE 26. ALCOHOL AND DRUG REHABILITATION EMPLOYEE ASSISTANCE PROGRAM**

**Section 26.1 Employee Assistance Program**

303. FOR INFORMATIONAL PURPOSES ONLY: Unit members are eligible to participate in the City-wide Employee Assistance Program made available by the Health Service System.

**Section 26.2 Confidentiality**

304. Participation in the EAP shall be confidential and shall be conducted in accordance with DOT and DHHS standards.

**Section 26.3 Continuation of Peer Assistance System**

305. No later than September 1, 2011, the parties agree to meet and confer with all affected Unions about whether or not to reduce the staffing level for the Peer Assistance System described in this Article.

306. SFMTA offers the Operators the following Employee Assistance program for the term of the Agreement:

**Section 26.4 Overview of EAP Program**

307. This Employee Assistance Program (“EAP”) shall cover employees only, and is designed to assist employees, in consultation with their families where clinically appropriate, with problems that may affect their ability to perform their jobs. The EAP shall offer counseling services, including assessment, referral, and follow-up services.

308. EAP’s offer assistance by helping employees assess and identify problems arising from a variety of personal areas.

309. EAP’s assist employees by referring them to services which lead to solutions.

310. EAP’s provide training and consultation services to management and Transport Workers Union Local 250-A leadership regarding assisting troubled employees.

311. The primary goal of the EAP will be to maintain employee’s ability to be fully productive on the job. EAP’s help employees, management, and supervisors maintain a high level of service by:

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- 312. Motivating employees to help;
- 313. Helping supervisors identify troubled employees with job performance problems that may be related to personal problems;
- 314. Assessing employees with alcohol abuse, drug abuse, family problems, depression, stress and other problems that can result in performance problems;
- 315. Providing easily accessible quality helping services which include short-term problem-solving and referrals to more intensive care;
- 316. Providing crisis intervention services;
- 317. Providing follow-up assistance to support and guide employees through the resolution of their problems; and by
- 318. Acting as an education and training resource.
- 319. Employees shall be able to access the EAP through calling directly (self-referral), through the Peer Assistants, or through a supervisory referral based on job performance. Participation in the EAP is voluntary.
- 320. Establishing a voluntary EAP to compliment the mandatory testing program is intended to encourage employees to seek treatment early and on their own. The EAP will assist employees in obtaining information, guidance, and counseling to help them handle their problems before they become a drug testing or disciplinary issue.
- 321. An outside vendor has been selected and will perform the following duties:
- 322. Maintain toll-free telephone access for referrals and respond to calls in no more than sixty (60) seconds.
- 323. Provide Transport Workers Union Local 250-A/management consultation relative to the development and integration of organizational policies and procedures necessary for effective Employee Assistance Program implementation.
- 324. Orient employees regarding the purpose, scope, nature and use of the Employee Assistance Program.
- 325. Train Transport Workers Union Local 250-A (including Division Chairpersons and any other Transport Workers Union Local 250-A officials), supervisory and management staff to develop the knowledge and skills necessary to effectively utilize the program in the performance of their responsibilities.

326. Provide direct one-to-one counseling utilizing licensed professional staff for crisis management and to identify and evaluate personal concerns among Employer's employees and/or their immediate dependents. Such direct counseling shall provide for three (3) sessions per family per year.
- Fees for any counseling sessions exceeding three (3) will become the financial responsibility of the employee and/or dependent, unless otherwise arranged for by the employer. For non-urgent situations, an appointment will be offered within seventy-two (72) hours of request. For urgent situations, an appointment will be offered on the same day as the request for service.
327. Provide legal consultation, medical advice, financial consultation; one (1) consultation per incident is provided for each service, up to three (3) incidents per service, per year.
328. Provide referral services to professional community resources for treatment and/or assistance, as may be appropriate.
329. Provide continuing liaison and contact, when appropriate, between the employee, treatment agent or agency, and Employer to determine case status.
330. Provide monthly statistical evaluation of program activity, and other reports, as needed.
331. Send its principal or his designated representative to monthly meetings of the Municipal Railway Improvement Fund Board of Trustees, and any other meetings as reasonably required.
332. Assess all employees involved in Critical Incidents (e.g., on the job assaults, threats and/or accidents) that occur while on duty.
333. Provide up to three (3) counseling visits per employee involved in a Critical Incident.
334. Develop Critical Incident Program Policies and Procedures.
335. Provide Critical Incident Case management, including:
- (a) Determination regarding an employee's ability to perform duties, including coordination with management and Transport Workers Union Local 250-A personnel for employees who require time off work as a result of a Critical Incident;
  - (b) Assisting employees in securing additional counseling visits beyond the three (3) Critical Incident/trauma response visits described above, when necessary.

## **Section 26.5 Organization**

1. The Joint Labor-Management Committee:
  336. a. Membership and Meetings: Five (5) Committee members and two (2) alternate members to be appointed by the Unions. Five (5) Committee members to be appointed by SFMTA.
  337. If MUNI chooses to appoint less than five persons, it shall still have voting strength equal to that of the Unions. On the matters that come before the Committee, MUNI shall have one vote and the Unions shall have one vote. The vote of each side shall be controlled by the votes of the Committee members present for each respective side.
  338. The Committee shall elect from its ranks a Chairperson and a Co-Chair, one of whom shall be a MUNI appointee and the other the Unions' appointee. The Chair shall be held by one side for a year, then relinquished to the other side for the next year. Either MUNI or the Unions may replace their named Chair or Co-Chair at any time. The Chair shall preside over meetings of the Committee. In the absence of the Chair, the Co-Chair shall so preside. The Executive Director/CEO or his/her designee shall provide staff support to the Committee as appropriate.
  339. A quorum for the transaction of business by the Committee shall consist of three (3) Transport Workers Union Local 250-A Committee members and a majority of MUNI appointed Committee members.
  340. b. Functions: To receive and review information regarding the Substance Abuse and Peer Assistance Programs.
  341. c. Consolidation of Committees: The parties to this Agreement and to the Agreement concerning drug and alcohol testing and EAP between TWU Local 250A and MUNI may elect to combine the joint labor-management committee established here and in the Local 250A Agreement.
2. Substance Abuse Program:
  342. The Executive Director/CEO or his/her designee will manage all aspects of the FTA-mandated Substance Abuse Program. He/she

shall have appointing and removal authority over all personnel working for the Substance Abuse Program personnel, and shall be responsible for the supervision of the SAP.

3. EAP Services:

343. The SFMTA and the Unions have concluded that it is in the best interests of all concerned to establish a uniform EAP Program for all employees. On this basis, the parties agree that the SFMTA Improvement Fund shall engage an outside contractor to provide these services.

4. The Peer Assistance System:

a. Structure:

344. The outside contractor selected to provide EAP services shall also be directly responsible for the clinical and administrative management of the Peer Assistance Program. This Program shall be established on a 24-hour, seven-day a week basis. The peer assistants shall provide coverage during regular business hours (Monday - Friday, 8:30 a.m. - 5:00 p.m.) for all SFMTA worksites or sections. A system-wide EAP crisis hotline shall be established. Night, weekend and holiday crisis coverage shall be provided by one of the peer assistants and shall be rotated among the peer assistants, who shall be available on a pager. The full compensation of the Peer Assistant providing such night, weekend and holiday coverage shall be pager pay. Pager pay will not be provided for regular daily coverage.

b. Peer Assistance Oversight Committee:

345. This Committee, composed of one representative from Locals 250A, 200, 6, 790 and 1414, shall be responsible for trouble-shooting and making decisions on program operations.

c. MIF Liaison:

346. The MIF Liaison shall be an individual designated by the Executive Director/CEO or his/her designee to serve as SFMTA's emissary in matters such as labor relations and administrative issues.

d. Qualifications:

347. A SFMTA employee who has previous counseling

experience or is interested in peer counseling and is willing to make a two year commitment to pursue training and education toward certification as a drug and alcohol counselor

OR

348. A SFMTA employee who was a former substance abuser who has been clean and sober for a least two years and who continues to participate in a twelve step program

OR

349. A SFMTA employee who has had experience with family members' substance abuse and who has participated in a self-help group for co-dependency

AND

350. A SFMTA employee who is respected by their peers, the Transport Workers Union Local 250-A, and the management

AND

351. A SFMTA employee who is committed to the goals of the Peer Assistance Program

e. Duties:

352. Assist employees in accessing the Voluntary Substance Abuse Program and EAP.

353. Provide on-going support and case management for clients in the Voluntary Substance Abuse Program.

354. Abide by state and federal confidentiality laws.

355. Publicize the EAP verbally and through distribution of literature.

356. Provide employees with information regarding the EAP and Voluntary Substance Abuse programs and create a forum for employees to discuss their concerns.

357. Assist in publication of Voluntary Substance Abuse Program newsletter.

358. Seek out opportunities to participate in training programs to further develop knowledge and skills.

- 359. Develop and implement new ideas to increase utilization and maximize the effectiveness of the EAP and Voluntary Substance Abuse Programs.
- 360. Develop and maintain a professional environment in which to interact with clients.
- 361. Develop a group of volunteers in the divisions to support the goals of the EAP and Voluntary Substance Abuse Programs.
- 362. Assist in education and training sessions for new and existing employees.
- 363. Keep accurate records of client contacts and promotional activities.
- f. Staffing:
  - 364. There shall be a clinician employed by the outside contractor for EAP Services who will be on-site a minimum of 20 hours a week. The clinician shall report directly to the outside contractor, Peer Assistance Oversight Committee and the MIF liaison. There shall be three (3) full-time Peer Assistants reporting to the outside contractor.
  - g. Volunteer Peer Assistants:
    - 365. 1. Up to eight (8) Volunteer Peer Assistants.
    - 366. 2. Assist peer assistants upon request during their off-duty time.
    - 367. 3. They shall participate in designated training.
    - 368. 4. Their activities shall be within the limits of their training.
    - 369. 5. Volunteer peer assistants will receive no compensation for their services.
  - h. Functions:
    - 370. The outside contractor, in consultation with the Peer Assistance Oversight Committee, shall develop procedures for the Peer Assistance Program.
  - i. Civil Service Commission Approval:



- 371. The use of peer assistants shall be subject to the approval of the Civil Service Commission.

**Section 26.6 Pay Status During Voluntary Self-Referral Treatment**

(Voluntary Substance Abuse Program)

- 372. An employee who has a drug and/or alcohol abuse problem and has not been selected for drug and/or alcohol testing can voluntarily refer him/herself to the EAP for treatment. The EAP will evaluate the employee and make a specific determination of appropriate treatment. An employee who has completed two rehabilitation programs may not elect further rehabilitation under this program.
- 373. In the case of the up to two voluntary, employee-initiated referrals, SFMTA will pay the employee the difference between his/her SDI benefits, use of accrued paid leaves, and any catastrophic illness benefits, and the employee's regular hourly base pay, for up to the eight hours per day for full-time employees and up to three hours per day for Part-Time employees, up to a maximum of 21 work days during a five-year period. This provision shall not apply in the event the employee does not receive SDI benefit payments or during the follow-up period established by the SAP after a positive test.

**Section 26.7. Non-Paid Status During Treatment After Positive Test**

- 374. After receiving a positive drug or alcohol test result, an employee who is not terminated, and who participation in the EAP will be in a non-pay status during any absence for evaluation or treatment, while participating in a rehabilitation program.

**Section 26.8 Education and Training**

- 375. The foundation of this Program is education and voluntary compliance. It is recognized that alcohol and chemical dependency may make voluntary cessation of use difficult, and one of the Program's principal aims is to make voluntary steps toward ending substance abuse easily available.
- 376. The outside contractor shall review and develop on-going educational and training information on the adverse consequences of substance abuse and the responsibility to avoid being under the influence of alcohol or chemicals at work. Certain training required by the DOT Regulations shall be the responsibility of the Substance Abuse Program.

**Section 26.9. Special Provisions**

- 377. Any proposed discipline resulting from the FTA Drug and alcohol testing program shall be in accordance with the SFMTA Substance Abuse Policy

And Procedures Handbook (June 2010). The SFMTA recognizes the rights of employees and/or the Transport Workers Union Local 250-A, to challenge such discipline pursuant to Article 19 and 22. The Executive Director/CEO or his/her designee will act in a fair and equitable manner, and shall prescribe that no personnel hired, contracted, selected or directly involved in the drug and alcohol testing program shall propose or render discipline.

378. If there is any conflict between this Article and the SFMTA Substance Abuse Policy And Procedures Handbook, the SFMTA Policy and Procedures shall prevail. SFMTA shall not make any changes to the Handbook on matters that are mandatory subjects of bargaining without first providing the Transport Workers Union Local 250-A with notice and an opportunity to bargain, and completing any required bargaining process.

CONSEQUENCES OF POSITIVE DRUG/ALCOHOL TESTS

| Testing Types  |                       | Assumption of Results | Employee Status Waiting for Results | 1 <sup>st</sup> Positive   | 2 <sup>nd</sup> Positive Within 5 Years   |
|----------------|-----------------------|-----------------------|-------------------------------------|--|---|
| Pre-Employment | Drug                  | N/A                   | N/A                                 | Not hired, may not reapply.  | Not hired, may not reapply.   |
| Random         | Drug                  | Assumed Negative      | On Duty                             | Removed from Duty <sup>1</sup><br>No pay, <sup>2</sup> Referred to SAP<br>SAP Recommendation for<br>Treatment,<br>Return to Duty Test, <sup>3</sup> Follow-Up<br>Testing, Subject to Disciplinary<br>Action. | Will be Subject to Termination<br>Except Where Substantial<br>Mitigating Circumstances Warrant. |
| Random         | Alcohol<br>> or = .04 | Positive              | Immediate Results                   | Removed from Duty <sup>1</sup><br>No pay, <sup>2</sup> Referred to SAP<br>SAP Recommendation for<br>Treatment,<br>Return to Duty Test, <sup>3</sup> Follow-Up<br>Testing, Subject to Disciplinary<br>Action. | Will be Subject to Termination<br>Except Where Substantial<br>Mitigating Circumstances Warrant. |
| Post Accident  | Drug or<br>Alcohol    | Assumed Negative      | On Duty                             | Removed from Duty <sup>1</sup> No pay,<br>Referred to SAP, SAP<br>Recommendation for Treatment,<br>Return to Duty Test, <sup>3</sup> Follow-Up<br>Testing, Subject to Disciplinary<br>Action. <sup>4</sup>   | Will be Subject to Termination<br>Except Where Substantial<br>Mitigating Circumstances Warrant. |

1 Any employee who is subsequently determined to be the subject of a false positive or under reasonable suspicion tests negative shall be made whole for any wages and benefits lost.

2 Employee may use accumulated sick/vacation pay for rehabilitation program.

3 Employee may not return to work until SAP certifies them capable of returning to their safety-sensitive job.

4 Disciplinary action to be a 30-day suspension except that a first positive relating to an incident resulting in death, serious bodily injury or substantial destruction or property may warrant discipline up to and including discharge.

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| Testing Types  | Assumption of Results | Employee Status Waiting for Results | 1 <sup>st</sup> Positive        | 2 <sup>nd</sup> Positive Within 5 Years   |   |
|--|-----------------------|-------------------------------------|---------------------------------|---|---|
| Reasonable Suspicion   | Drug or Alcohol       | Assumed Positive                    | Off Duty Until Results Received | Removed from Duty <sup>1</sup> No pay, Referred to SAP, Return to Duty Test, <sup>3</sup> Follow-Up Testing, Subject to Disciplinary Action. <sup>4</sup> | Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant. |
| Return-to-Duty   | Drug or Alcohol       | Assumed Negative                    | Off Duty Until Results Received | N/A   | Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant. |
| Follow-Up Testing Minimum 6 in 1 year up to 60 months, determined by SAP | Drug or Alcohol       | Assumed Negative                    | On Duty                         | N/A   | Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant. |

| Issues   | 1 <sup>st</sup> Occurrence  | 2 <sup>nd</sup> Occurrence within 5 years  |
|--|---|--|
| Refusal to Test  | Drug or Alcohol<br>Removed from Duty <sup>1</sup> No pay. Referred to SAP For treatment recommendation. Return to duty and follow-up testing. Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant. | Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant |
| Failure to Comply with Treatment Program or Return to Work Agreement | Drug or Alcohol<br>Off work <sup>1</sup> No pay. Referred to SAP for treatment recommendation. Return to duty and follow-up testing. Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant.          | Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant |
| Alteration of Specimen   | Drug or Alcohol<br>Will be Subject to Termination Except Where Substantial Mitigating Circumstances Warrant. <sup>1</sup>   | Termination  |

**ARTICLE 27. MISCELLANEOUS WORKING CONDITIONS**

**Section 27.1 Restroom Facilities**

379. SFMTA shall provide suitable restroom facilities in a clean and sanitary condition and Operators may use the restroom facilities when necessary. SFMTA will attempt to provide usable restroom facilities as near as possible to the end of the line. SFMTA shall post lists on a quarterly basis giving the locations of restroom facilities. SFMTA shall designate a person to ensure that restroom facilities are kept clean and maintained. Such person shall consider information provided by the Transport Workers Union Local 250-A about the need and availability of restroom facilities on each line.

**Section 27.2 Transportation Passes**

380. Management agrees that it will respect the transportation pass of Operators employed by other Bay Area public transit systems for passage on MUNI vehicles when mutual recognition of the transit passes is agreed to by MUNI, BART, AC Transit, Santa Clara Transit, SamTrans and Golden Gate Bridge, Highway and Transportation District. The SFMTA Executive Director/CEO or his/her designee agrees to use his best efforts to obtain agreement by the other systems of such mutual recognition.

**Section 27.3 Radios**

381. SFMTA agrees that on a priority basis all moving equipment shall be equipped with radios as soon as possible. All equipment in use shall be equipped with operable radios. No Operator shall be required to operate equipment not so equipped.

**Section 27.4 Gilley Rooms**

382. All Division Gilley rooms will be provided with lounge facilities and separate restrooms for male and female Operators, and facilities providing food and snacks for Operators.

**Section 27.5 Vending Machines**

383. Whenever feasible, SFMTA agrees to arrange for the installation of vending machines in Division Gilley rooms. The net proceeds from the operation and sales from the vending machines shall be used only for the provision of facilities and the maintenance of facilities for the use of SFMTA Operators in Gilley rooms and similar places as approved by the Transport Workers Union Local 250-A and the Executive Director/CEO or

his/her designee. Within one hundred twenty (120) days of the effective date of this agreement, the parties shall meet and confer over a process for accounting and allocation of the proceeds from the vending machines.

**Section 27.6 AVL/AVM System**

384. It is the intent of the parties that the Introduction and implementation of the AVL/AVM system is to provide the capability for better scheduling and immediate assistance and response to emergencies occurring in the field. Any use of the AVL/AVM system for disciplinary purposes will be subject to meeting and conferring between the Transport Workers Union Local 250-A and SFMTA Management. Prior to the implementation of the AVL/AVM system, the Transport Workers Union Local 250-A and SFMTA Management shall meet and confer on any working condition or work rule changes resulting from the introduction of the system.

**Section 27.7 Transitional Work Program**

385. The procedure set forth below shall constitute SFMTA's Transitional Work Program (TWP); jointly established by SFMTA and the Transport Workers' Union, Local 250-A:
386. A number of active 9163 positions will be set aside by the SFMTA Executive/CEO or his/her designee and shall be designated transitional work
387. Any employee who is medically certified and qualified for any one of the designated positions must be able to perform the job or be trained to perform the job within five (5) days or less.
388. Employees will be assigned to these positions on a first-come, first-serve basis. If two or more requests are made on the same date, seniority shall prevail.
389. Preference shall be given to:
- a. Employees returning from industrial injury and released for transitional work;
  - b. Medical reasons;
  - c. Transport Workers Union Local 250-A request.
390. Once all designated positions are filled, a waiting list will be kept in the Offices of the Executive Director/CEO or his/her designee. The list will be

maintained in receipt order.

391. Exceptions to the above are by approval of the SFMTA Executive Director/CEO or his/her designee only.
392. The positions that will be designated Light duty shall be at the discretion of the SFMTA Executive Director/CEO or his/her designee.

**ARTICLE 28. NO STRIKE CLAUSE**

393. Strikes, slowdowns or work stoppages are prohibited during the term of this MOU. The SFMTA agrees not to conduct a lockout against any of the employees covered by this MOU during the term of this MOU.

**ARTICLE 29. ADA (AMERICANS WITH DISABILITIES ACT)**

394. The parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of Federal, State and local disability anti-discrimination statutes and the Fair Employment and Housing Act. The parties further agree that this Agreement shall be interpreted, administered and applied so as to respect the legal rights of the parties. The SFMTA reserves the right to take any action necessary to comply therewith.

395. The SFMTA agrees to provide notice to the Transport Workers Union Local 250-A prior to taking an action required by the provisions of the ADA that is in conflict with the provisions of this MOU, and, to meet and confer with the Transport Workers Union Local 250-A on request.

**ARTICLE 30. DURATION**

396. This Agreement shall be in effect for a three-year period from July 1, 2014 to and including June 30, 2017.

**ARTICLE 31. SAVINGS CLAUSE**

397. Should any part hereof or any provision herein contained be rendered or declared invalid by reason of conflicting with any decree of a court, or any other reason, such invalidation of such part or portion of this MOU shall not invalidate the remaining portions hereof and they shall remain in full force and effect.



**SIGNATURE PAGE**

As Amended Effective July 1, 2014

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014

**SAN FRANCISCO MUNICIPAL  
TRANSPORTATION AGENCY**

**TRANSPORT WORKERS UNION,  
LOCAL 250-A (9163)**

\_\_\_\_\_  
Edward D. Reiskin  
Director of Transportation

\_\_\_\_\_  
Eric Williams  
President

\_\_\_\_\_  
Vitus CW Leung  
Lead Negotiator SFMTA

\_\_\_\_\_  
Andrew Simmons  
Executive Vice President

\_\_\_\_\_  
Mike Helms, Manager,  
SFMTA

\_\_\_\_\_  
Terrence Hall  
Secretary-Treasurer

**APPROVED AS TO FORM  
DENNIS HERRERA  
CITY ATTORNEY**

\_\_\_\_\_  
Elizabeth Salveson  
Chief Labor Attorney

## APPENDIX A - PRIVATIZATION

August 1, 1986 - PRIVATIZATION

This section acknowledges the Public Utilities Commission policy regarding privatization of Municipal Railway transit service adopted in Resolution 86-0103 March 25, 1986 is as follows:

The Public Utilities Commission reaffirms its commitment to maintain the most cost effective means of providing transportation and transportation related services, specifically to include fair and adequate consideration of the private enterprise providers' role therein.

The Public Utilities Commission continues the policy of seeking and considering the widest possible range of public input and comment, especially from private sector providers, in the planning and decision making process.

In furtherance of these goals, the Public Utilities Commission hereby directs the staff to:

- a. Further develop a model of the "full costs" of transportation and transportation related services now being provided by the Municipal Railway in order to provide an improved method of making valid cost comparisons between the costs of Municipal Railway provided services and the costs of providing these services through private sector providers who have the capability of doing so.
- b. Review the process of soliciting private sector input into the planning and decision making of the Public Utilities Commission with respect to the Municipal Railway and to eliminate any constraints to such input as may exist.
- c. Establish, with the approval of the commission, a fair and effective means of resolving the complaints of any private sector provider who believes that private sector opportunities to reduce cost while maintaining service levels and fare structures have not been fairly or adequately considered by the Public Utilities Commission or staff.

The Commission has at various times executed 13 (c) agreements in connection with UMTA grants. The Commission will adhere to the terms of such agreements, including terms relating to the rights of employees and their Transport Workers Union Local 250-A, which may be involved in the process of considering the privatization of Municipal Railway transit service. Local 250A will be informed whenever an issue involving 13 (c) agreements of which it is a party is under active review.

**APPENDIX B - POTRERO UPPER YARD PARKING**

The following parking spaces at the Potrero Upper Yard shall be reserved as indicated, at the parking rates set by SFMTA.

January 20, 1994 - POTRERO UPPER YARD PARKING

1. Transport Workers Union Local 250-A
2. Transport Workers Union Local 250-A
3. Transport Workers Union Local 250-A
- 4 - 30 Open "first come first served"

### Appendix C – Base Hourly Wage Rates

| Effective Date   | Percent Increase & Type   | Base Hourly Rate<br>(Top Step) |
|------------------|---|--------------------------------|
| July 1, 2014     | Base Hourly Rate effective July 1, 2014                                 | \$29.5200                      |
| October 11, 2014 | 1.75% Cost of Living Adjustment   | \$30.0366                      |
| October 10, 2015 | 1.50% Cost of Living Adjustment<br>compounded with 3.18% Pension “Swap” | \$31.4566                      |
| July 1, 2016     | 1.50% Cost of Living Adjustment   | \$31.9285                      |
| October 8, 2016  | 3.16% Pension “Swap”  | \$32.9374                      |
| January 14, 2017 | 3.16% Pension “Swap”  | \$33.9783                      |

**BUDGET IMPACT ANALYSIS**

| TOPIC      | PROPOSED CHANGE  | FY2015      | FY2016      | FY2017 | COMMENTS  |
|------------|--|-------------|-------------|--------|---|
| Term       | 3 years – July 1, 2014 to June 30, 2017  |             |             |        | no costing  |
| FY15 Wages | First Fiscal Year 2014-2015:<br>Effective October 11, 2014, each represented employee will receive a base wage increase of one and three-quarters percent (1.75%).   |             |             |        | See below comparative base salary increase, and salary increase and retirement pick-up swaps. |
|            | Salary (base salary increase only no swap)   | \$1,246,680 |             |        |   |
|            | Fringe   | \$481,967   |             |        |   |
|            | Retirement pick-up   | \$0         |             |        |   |
| FY16 Wages | Second Fiscal Year 2015-2016:<br>Effective October 10, 2015, represented employees will receive a base wage increase of one and one-half percent (1.50%).<br>Second Year - effective October 10, 2015<br>• 3.18% wage increase in place of EPMC pick-up by SFMTA |             |             |        |   |
|            | Salary   |             | \$6,276,761 |        |   |
|            | Fringe   |             | \$2,317,380 |        |   |

|  |   |            |               |               |          |
|--|---|------------|---------------|---------------|----------|
|  | Retirement pick-up  |            | (\$2,827,181) |               |          |
| FY17 Wages   | <ul style="list-style-type: none"> <li>• Third Year: 1.50%, effective July 1, 2016</li> <li>Third Year - effective October 8, 2016</li> <li>• 3.16% wage increase in place of EPMC pick-up by SFMTA</li> <li>Third Year - effective January 14, 2017</li> <li>• 3.16% wage increase in place of EPMC pick-up by SFMTA</li> </ul>  |            |               |               |          |
|  | Salary  |            |               | \$9,761,458   |          |
|  | Fringe  |            |               | \$3,603,930   |          |
|  | Retirement pick-up  |            |               | (\$4,698,320) |          |
| Health: Contribution Cap to City's 93/93/83 health contribution plan | <ul style="list-style-type: none"> <li>• Employee Only: Employer contributes 93% of total premium, and not to exceed 93% of total premium of second highest-cost plan</li> <li>• Employee Plus One: Employer contributes 93% of total premium, and not to exceed 93% of total premium of second highest-cost plan</li> <li>• Employee Plus Two or More: Employer contributes 83% of total premium, and not to exceed 83% of total premium for second highest-cost plan</li> </ul> | (\$99,545) | (\$240,141)   | (\$160,040)   |          |
| Part-Time Operators  | <ul style="list-style-type: none"> <li>• Range Limit: maximum from 12 hours to 13 hours (full-time stays at 12 hours)</li> <li>• Daily Limit: maximum from 5 hours to 7 hours</li> <li>• Weekly Limit: maximum from 25 hours to 28 hours</li> </ul>   | \$500,309  | \$576,357     | \$684,817     | salary   |
|  |   | \$193,419  | \$212,791     | \$252,834     | variable |

|  |  |                           |                           |                           |   |
|--|--|---------------------------|---------------------------|---------------------------|---|
|  |  |                           |                           |                           | fringe  |
| Progression through Salary Schedule: from 19 months to 4 years | <ul style="list-style-type: none"> <li>• Step 1: 63% of Top Rate, 1 year (first year)</li> <li>• Step 2: 72.25% of Top Rate, 1 year (second year)</li> <li>• Step 3: 81.5% of Top rate, 1 year (third year)</li> <li>• Step 4: 90.75% of Top Rate, 1 year (fourth year)</li> <li>• Step 5: 100% of Top Rate, thereafter (fifth year and thereafter)</li> </ul> |                           |                           |                           | Calculation included under wages (in items 2&3) |
| Paperless Pay Policy   | Employees will receive pay electronically  |                           |                           |                           | no costing                                      |
| Disciplinary Suspension  | Employees suspended for discipline may use option of reducing salary by 20% for a period of time in lieu of time off   |                           |                           |                           | no costing                                      |
| Joint Labor Management Committee                               | Minor additions for discussion topics  |                           |                           |                           | no costing                                      |
|  | <b>TOTAL</b>   | <b><u>\$2,322,830</u></b> | <b><u>\$6,315,967</u></b> | <b><u>\$9,444,680</u></b> |   |