

## IN THE EVENT OF A WORK STOPPAGE:

# Things You Need to Know

(Sept. 1) The Employee Handbook, just released to department heads for use in the event of a work stoppage, includes a number of provisions of immediate concern to MTA non-represented employees who would be affected by a strike.

At press time, Friday, the MTA and its three major unions - UTU, ATU and TCU - were still at the bargaining table. The "cooling off" period expires at 12:01 a.m., Tuesday, Sept. 5. The MTA will notify local media immediately over the Labor Day weekend should there be a breakthrough in negotiations or if there is the possibility of a work stoppage next week.

[Read previous metro.net reports:](#)

["Cooling off period"](#)

["MTA Urges Patrons."](#)

Here's a list of things employees should know if a strike occurs:

- The Strike Emergency Hotline number is 213-680-1531. The Hotline will be updated periodically to reflect negotiating or strike-related activities.
- LADOT and other municipal bus lines will continue to operate. Metrolink trains will run. Metrolink also has contingency plans for "Red Line Special" buses that would stop at each Metro Red Line station between Union Station and Westlake/MacArthur Park.
- All scheduled vacations must be approved by the employee's executive officer.
- Alternate work schedules may be suspended. Employees on alternate schedules should check with their department heads.

## Strike Coordinators

- Each executive officer has a coordinator who is responsible for assigning employees to special strike assignments. These coordinators are: Transit Operations, Josee Larochelle; Countwide Planning, Ilda Licon and Jackie Bobo; Construction, Pauline Lee; Management Audit, Patti Jacobs; Administration, Suzanne Lauver; Finance, Shawn Lowe; Procurement, Ted Montoya; and Office of the CEO, Safety, Government Relations, Ira Trachter.
- Employees who must report to work at an alternate location will be eligible for mileage compensation under the MTA's mileage reimbursement policy.
- Employees who use an MTA vehicle during a strike will be responsible for refueling it at an MTA fueling station, if possible. Employees who must use a commercial filling station may submit the fuel receipt for reimbursement.

## Headquarters parking

- Employees who wish to park in the Headquarters parking structure must use the east and west entrances on Vignes Street. The Cesar Chavez entrance will be closed. Employee parking will be allowed only on P-4 to provide better security. Access to the parking structure elevators will be by card key, only.
- Visitors must enter the parking garage through the "neutral" gate at the intersection of Vignes and Ramirez (adjacent to the bus entrance). MTA employees may not use this entrance.
- The Building Services Help Desk on the 15th floor will be open from 8 a.m. until 4 p.m. for parking validations and other

services. Employees who carpool with two or more per vehicle may receive a parking validation. Parking tickets must show two or more employees' signatures and badge numbers to be eligible.

## **Mail Room hours**

- The Mail Room will be open from 8 a.m. until 4 p.m. Employees responsible for a mail stop must pick up and deliver mail on the following schedule: P-1 to Floor 5, 3 to 3:30 p.m.; Floors 6 to 10, 2:30 to 3 p.m.; Floors 11 to 15, 2 to 2:30 p.m.; Floors 16 to 20, 1:30 to 2 p.m.; Floors 21 to 25, 1 to 1:30 p.m. Interoffice mail will be available the day after pickup.
- The ITS Help Desk will be open from 7 a.m. until 5 p.m. Due to personnel limitations, Help Desk calls will be prioritized first by severity, then in the order received. Employees should back up critical information onto a diskette or zip disk.
- Records Management requests will be delayed by one day.

## **Copying and printing**

- The Copy Center on the 15th floor will be open from 8 a.m. until 4 p.m.
- The Print Shop on P-2 will be closed. Mike Kennedy at extension 24353 will arrange for outside printing, as necessary.
- The Metro Café will be open for normal business hours - 6:30 a.m. to 3:30 p.m. Limited menus, including a hot entree, will be served.

## **Public meetings, visitors**

- Public meetings may only be held on the 3rd floor of Headquarters. A list of attendees must be given to MTA Security at least 24 hours prior to the meeting.
- Employees will be required to escort their visitors from the Security desks on the Plaza and 3rd floor levels.
- Conference room setups and reconfigurations will be eliminated in the event of a strike. Employees who need to reconfigure a room for a meeting may check out equipment from the 15th floor Help Desk.

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