

## Volunteer Registration Details

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### Sign-up form

Want to volunteer to help get Metro Buses and Trains ready for when the strike ends? Here are the details:

- Excel file: [Click here for the sign-up sheet](#)

Volunteers must complete and return the linked form to Renee Willis by close of business, Thursday, Nov. 13. In order to ensure there is adequate assignment allocation of volunteers across the various divisions, please provide three preferred assignment locations, including Metro Red Line stations, bus divisions 1, 2, 3, 5, 7, 8, 9, 10, 15, 18; Rail Division 20 for rail car cleaning (Vehicle Maintenance), and Rail Division 20 for Metro Red Line station cleaning (Rail Wayside).

### Volunteer Pay:

Paid overtime will be limited to pay grade P and below. Exempt employees will be paid straight time for overtime hours (payroll earn code OSK), and Non-Exempt employees will be paid time and a half for overtime hours (payroll earn code OTP).

Your overtime hours at the Division will be reported on your regular timesheet and charged to Project 300006, Task 02.04 (If you have a regular work assignment on Saturday, you will not be able to volunteer for this assignment).

Keep in mind that you qualify for overtime if you have worked 40 hours this week as of Friday, Nov. 14, for Saturday's OT work, inclusive of Time Off With Pay.

Mileage is not reimbursed since this is a volunteer assignment and not an alternative work location.

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### Intern Volunteers:

Interns may volunteer provided they meet the following criteria:

- Interns must obtain the permission of their immediate supervisor prior to volunteering
- Interns cannot work overtime
- Hours worked will be paid as straight time
- Interns can work Saturday, provided the total hours per week, Sunday through Saturday, does *not* exceed 40 hours, inclusive of the volunteered hours.

### Plan To Get Dirty:

Please expect to get dirty, so dress appropriately (long pants), but for safety reasons, please wear closed-toe and closed-back shoes with a rubberized or non-slip sole, such as tennis shoes, running shoes or safety shoes. Consider a hat or baseball cap, in case you work outside the bus in direct sun light.

You must wear a safety vest during your work assignment. All Divisions will provide you the safety vest. If required, the Division will provide all other safety wear, such as gloves and eyewear.

**First Come, First Served:**

Assignments will be allocated on a "first come, first served basis." Please feel free to volunteer for Saturday, but we do request that you complete a full eight hours of service for the day you volunteer. All assignments will start at 8 a.m. at each location (Division addresses will be provided with the assignment sheet).

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