

CEO REPORT

A weekly report
from the office
of the CEO

April 25, 1994



When I was in Sacramento recently, three well-attended meetings were conducted at the 425 and 818 buildings and Central Maintenance Facility to answer questions about the MTA's proposed layoff policy, which the Board will consider this Wednesday. In this week's issue, I thought I'd recap some of the issues about which you expressed most concern.

First and foremost, the 269 number we identified is not the number of employees who actually will be separated. It is, instead, the number of funded positions that will be eliminated. Many of these positions — we will identify them as soon as the layoff policy is approved — are vacant and have been for some time. The number of separated employees will be a lot lower.

- Should the Board approve the policy at next Wednesday's meeting, the executive officers will present a specific plan which will include positions, names, and layoff date.
- Some of you wondered whether separated employees are eligible for sick leave. If you receive salary continuation, during this time you will not accrue sick leave and with the exception of retirement, will forfeit accumulated sick leave balances.

If you elect to retire, and you are a former SCRTD employee, you may be eligible to receive your accumulated sick leave paid out at 75% in accordance with former RTD policy. If you elect to retire and you are a former LACTC employee, you will forfeit all sick leave according to former LACTC policy.

- Let me re-state the criteria that will be used to evaluate the employees who will be laid off. For non-represented employees, managers will review an employee's experience, proven ability, potential for greater contributions and/or responsibilities, and attendance. The review will be based on performance appraisals, attendance records, and other job-related matters.

For represented employees, layoffs will be in accordance with their respective applicable bargaining unit agreements.

- We will continue to provide outplacement services in Annex C on the 6th floor of the 425 Building. We'll provide more information on these services later.
- Additional layoffs are possible should the Board authorize reductions in service or if additional staff cuts become necessary.
- Individuals targeted for layoff may appeal. The time frame for the appeal is one week from the date you are informed that you will be laid off. Additional information regarding appeals will be supplied shortly. My decision is final.

Managers will review an employee's experience, proven ability, potential for greater contributions and/or responsibilities, and attendance.

- The reason we aren't offering a voluntary severance package, is that this time, the layoffs are a result of economic necessity. Last time — and we mentioned then that voluntary severance packages could be a one-time thing — such packages were a result of a reduction due to job duplication.
- Because of the sensitivity of the matter, there will, of course, not be a list of employees slated for layoffs circulated among other employees. Employers conducting future reference checks will be told that the layoff was due to a reduction in work force. All records and files will reflect this same reason.

Aside from the layoff policy, the Board will also consider two MTA committee recommendations about the future of transit policing.

Transit Policing Expanded

On Friday, the Executive Management Committee, chaired by Mayor Richard Riordan, voted to maintain the status quo, that is, to allow the MTA Transit Police to continue patrolling the buses and Red Line, and the Sheriff's Department to patrol the Blue Line.

It also voted that the MTA Police should patrol the Green Line when it opens next year, and that the agency should renegotiate the Blue Line contract when it ends next year.

The committee also recommended the agency move toward a long term goal of capping out security costs at the Proposition C level.

Meantime, last Wednesday, the Safety Ad-Hoc Committee, citing a \$20.3 million annual cost savings, voted 4 - 1 that the MTA Police provide all transit security.

Telecommuting Meeting Scheduled for May 5

If you are interested in the telecommuting program, there are two information sessions scheduled for May 5. The first one is set for 9 a.m. on the second floor of the 425 Building. The second session is slated for 1 p.m. in the Mt. Olympus room of the 818 building.

A telecommuting hotline has been set up to answer your questions. Leave a message at 244-6278, and Dan Wright or Jay Fuhrman will get back to you.

MTA Librarian Dorothy Gray tells my staff that her display of literature on total quality management (TQM) has spawned all sorts of, as she puts it, "extemporaneous conversations and exchange of conversations." Great!

I'm pleased this is of interest to staff. Dorothy has gathered 18 books on TQM, another eight pamphlets that we obtained from the government, and 10 additional articles xeroxed from periodicals.

My special thanks to Divison 20's Manfred Aistrich of Equipment Maintenance's Quality Assurance, who has taken a particular interest in TQM, and has supplied Dorothy with various articles on the subject.

As part of our internal communications program, I will be doing a series of presentations on videotape that employees can watch at their divisions. Produced by the Marketing Department, under Alice Wiggins, the first video will be on TQM. The script has been getting a lot of input from RCC's Malcolm Ingram, who is involved with that unit's quality assurance program.

When Are We Getting Those Phone Books?

Yes, new phone books with correct numbers are in the works. According to Armand Parada of Facilities, a draft phone directory will be ready in May, and a final book should be completed by the end of the fiscal year.

- Franklin White

I welcome your comments and questions in response to CEO Report, which is designed to provide employees with direct communication with my office. Please contact either of my Special Assistants, Michael Gonzalez at 244-7476, or Phyllis Tucker at 244-6191. Also, employees can fax comments to 244-6014.

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