



MTA BOARD
October 28, 2004

SUBJECT: TRANSPORTATION COMMUNICATIONS UNION

ACTION: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH THE TRANSPORTATION COMMUNICATIONS UNION

RECOMMENDATION

Authorize the Chief Executive Officer to execute a successor Collective Bargaining Agreement with the Transportation Communications Union (TCU), effective July 1, 2003.

ISSUE

On September 15, 2004, the MTA and the TCU reached a tentative agreement on a successor labor agreement for a term of three years, effective July 1, 2003 through June 30, 2006. The TCU membership subsequently ratified the tentative agreement, and now the new labor agreement is being presented to the Board for approval.

POLICY IMPLICATIONS

The terms of the new labor agreement was negotiated as part of pattern bargaining process consistent with Board direction. The expiration date of the new contract achieves Board desire to align expiration dates of labor contracts to a common date.

OPTIONS

The Board may choose not to ratify the new labor agreement.

FINANCIAL IMPACT

The monetary impact of the collective bargaining agreement is within the assumptions of the FY04 and FY05 adopted budgets and complies with fiscal direction provided by the Board of Directors.

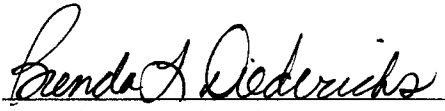
NEXT STEPS

Train and assist MTA management in implementing new terms of the contract.

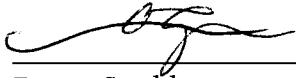
ATTACHMENTS

- A. Summary of Agreement
- B. The agreement between the Los Angeles County Metropolitan Transportation Authority and the Transportation Communications Union

Prepared by: Ed Cabrera, Chief Administrative Analyst



Brenda L. Diederichs
Executive Officer, Labor & Employee Relations



Roger Snoble
Chief Executive Officer

**SUMMARY OF AGREEMENT
BETWEEN THE
Los Angeles County Metropolitan Transportation Authority
AND THE
Transportation Communications Union**

September 15, 2004

Term	<ul style="list-style-type: none"> • July 1, 2003 – June 30, 2006
Article 37- Health and Welfare	<ul style="list-style-type: none"> • The MTA contributions for Active Employees increased by 20%, 15%, & 15% as follows: <ul style="list-style-type: none"> ➤ \$607/mo. Retroactive to 7/1/03 ➤ \$698/mo. Effective 7/1/04 ➤ \$803/mo. Effective 7/1/05 • MTA contributions for retirees with twenty-three (23) years of service will be a maximum of \$507. Employees who were hired after September 7, 1991 with twenty-three (23) years of service, will receive the following: age 62-65 remains at \$507, age 58-61 remains at \$308.25, age 55-57 remains at \$253.30 and less than age 55 is 0. • Equal representation on the Trust Fund Board of Trustees • Effective July 1, 2004, the Authority, at no cost to the Fund, shall provide all administrative services necessary for the operation of the Fund.
Article 1 Scope	<ul style="list-style-type: none"> • Continue discussions regarding new positions
Article 2- Schedule of Wages	<ul style="list-style-type: none"> • 2.5% Wage Increase effective 7/1/04 • 2.5 Wage Increase effective 7/1/05 • Adjust Rate of Pay for Scheduling Documents and Graphics Technician (Sideletter 03B) • Add the following to the classification and wage list: <ul style="list-style-type: none"> <input type="checkbox"/> Lead Assignment Coordinator <input type="checkbox"/> Lead Equipment Records Specialist <input type="checkbox"/> Lead Mail Room Clerk <input type="checkbox"/> Lead Document Image Specialist <input type="checkbox"/> Relief Accounting Clerk

Article 7	<ul style="list-style-type: none"> Section 4 (d) add Union Leave to calculated hours for purposes of overtime
Article 9- Travel Pay	<ul style="list-style-type: none"> Update language to reflect sectors and newly added MTA facilities
Article 14- Promotion, Assignments, and Displacements	<ul style="list-style-type: none"> Take Cash Clerk out of Family Group A-Finance Offer Truck Driver Training to the 9 Cash Clerk Incumbents Add testing where MTA language proposal indicates Add new classifications to Family Groups
Article 25	<ul style="list-style-type: none"> An option for employees who work the majority of their shift outdoors to get a jacket in lieu of other uniform pieces.
Article 32	<ul style="list-style-type: none"> Change the Conciliation Service from Federal to State
Article 47	<ul style="list-style-type: none"> Update Effective Dates - Duration -Termination
Appendix I	<ul style="list-style-type: none"> Add: Document Production Technician
Appendix II	<ul style="list-style-type: none"> Delete Appendix II
Tentative Agreements	<ul style="list-style-type: none"> This offer incorporates all of the tentative agreements reached to-date between the TCU and the MTA.
SideLetters	<ul style="list-style-type: none"> This offer incorporates all of the side letters of agreement reached to-date between the TCU and the MTA. 9-15-04 Side Letter regarding Lump Sum to Health Plan 9-15-04 Side Letter Regarding DROP plan 9-15-04 Side Letter regarding truck driver training to the nine (9) incumbent cash clerks

For the Los Angeles County
Metropolitan Transportation
Authority:

Dan Cassidy 9/15/04
Dan Cassidy Date

For the Transportation Communications
Union:

Raymond Huffer 9/15/04
Raymond Huffer Date

**LETTER OF AGREEMENT
BETWEEN THE
Los Angeles County Metropolitan Transportation Authority
AND THE
Transportation Communications Union**

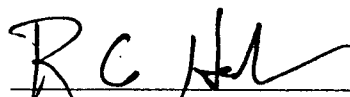
September 15, 2004

The parties agree that there are no changes in the contract language for the following articles:

Article Number	Article Name	Change
1	Scope	X
2	Rates and Basis of Pay	X
3	Shift Premiums/Special Wage Provisions	
4	Rating Positions	
5	Hours of Service	
6	Starting Time	
7	Short Vacancies/Overtime	X
8	Meal Period	
9	Travel Time	X
10	Notified or Called	
11	Seniority	
12	Seniority Rosters	
13	Transferring	
14	Promotions, Assignments and Displacements	X
15	Filling of Positions	
16	Positions Abolished, Displacements and Reduction in Force	
17	Short Vacancies	
18	Attendance	
19	Absence	
20	Appointments to Non-Bargaining Unit Positions and Positions in Another Craft	
21	Displacement on return from leave of Absence	
22	Probationary Period	

23	Posting Notices	
24	Statement of Service	
25	Equipment Furnished	X
26	Bond Premium	
27	Health and Safety	
28	Witness/Jury Duty	
29	Business Development Operating Facility	
30	Discipline Hearing	
31	Filing of Claims-Procedures-Limitations	
32	Arbitration Procedure	X
33	Transportation Privileges	
34	Holidays	
35	Vacation	
36	Sick Leave	
37	Health and Welfare	X
38	Pension Plan	
39	Group Life Insurance	
40	Bereavement Leave	
41	Supplemental Unemployment Benefit Plan	
42	Union Shop	
43	Representation	
44	Fair Labor Act Application	
45	Assignability	
46	Part-Time Employees	
47	Effective Dates-Duration-Termination	X
48	Worker's Compensation	
49	Transportation Zones	

For the Transportations Communications
Union

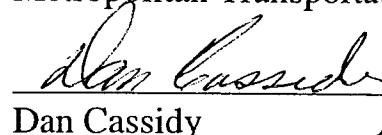


Raymond Huffer

9/15/04

Date

For the Los Angeles County
Metropolitan Transportation Authority



Dan Cassidy

9/15/04

Date

**LETTER OF AGREEMENT
BETWEEN THE
Los Angeles County Metropolitan Transportation Authority
AND THE
Transportation Communications Union**

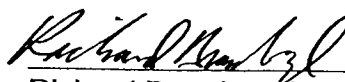
September 15, 2004

The Transportation Communications Union (TCU) expressed the need for lump sum payments to the TCU Health and Welfare Plan in order to maintain its solvency. To this end, the parties agree to the following schedule and infusion of payments to the Plan:

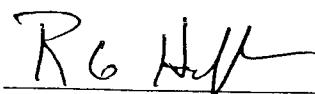
- Within 10 days of the MTA Board of Director's ratification of the new collective bargaining agreement, the Authority will make a lump sum payment of \$300,000 to the TCU Health and Welfare Plan;
- on July 1, 2004 - \$300,000;
- on July 1, 2005 - \$300,000.

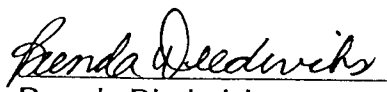
The Authority and the Transportation Communications Union agree to the above conditions adopted to bring closure to the current labor negotiations.

For the Los Angeles County
Metropolitan Transportation
Authority

 9/15/04
Richard Brumbaugh Date
MTA Chief Financial Officer

For the Transportation Communications
Union

 9/15/04
Raymond Huffer Date
TCU Division and Local Chairman

 9/15/04
Brenda Diederichs Date
Executive Officer, Labor and
Employee Relations

TCU EMPLOYEES HOURLY WAGE RATES

CLASSIFICATION	As of July 1, 2003		2.50% As of July 1, 2004		2.50% As of July 1, 2005	
	Hired Before 09/01/79	Hired After 09/01/79	Hired Before 09/01/79	Hired After 09/01/79	Hired Before 09/01/79	Hired After 09/01/79
ACCOUNTS CLERK	20.12	18.46	20.62	18.92	21.14	19.39
ACCOUNTS PAYABLE CLERK	20.20	18.54	20.71	19.00	21.23	19.48
ASSIGNMENT COORDINATOR CLERK **&***	22.62	22.62	23.19	23.19	23.77	23.77
BENEFITS CLERK **	21.85	21.85	22.40	22.40	22.96	22.96
BINDERY OPERATOR II **	22.08	22.08	22.63	22.63	23.20	23.20
CASH CLERK	20.94	19.75	21.46	20.24	22.00	20.75
CASH CLERK/ASST. CCC SUPV	20.94	19.75	21.46	20.24	22.00	20.75
CASH CLERK/MOPPER WAXER	20.94	19.75	21.46	20.24	22.00	20.75
CASH CLERK/REL VAULT TRUCK DRIVER	20.94	19.75	21.46	20.24	22.00	20.75
CASH OPERATIONS SPECIALIST CLERK	22.09	22.09	22.64	22.64	23.21	23.21
CLERK, STOPS AND ZONES **	20.12	18.46	20.62	18.92	21.14	19.39
CLOSED CIRCUIT TV OBSERVER (TCU)	20.69	20.69	21.21	21.21	21.74	21.74
COMPUTER OPERATIONS SPECIALIST ***	20.03	18.35	20.53	18.81	21.04	19.28
CURRENCY PROCESSING CLERK **	25.01	25.01	25.64	25.64	26.28	26.28
CUSTODIAN **	15.69	15.69	16.08	16.08	16.48	16.48
CUSTODIAN (PART-TIME)**	15.69	15.69	16.08	16.08	16.48	16.48
CUSTOMER INFO AGENT I	15.69	15.69	16.08	16.08	16.48	16.48
CUSTOMER INFO AGENT I (PT)	20.03	18.35	20.53	18.81	21.04	19.28
CUSTOMER INFO AGENT II	20.03	18.35	20.53	18.81	21.04	19.28
CUSTOMER SERVICE AGENT I	20.34	18.66	20.85	19.13	21.37	19.61
CUSTOMER SERVICE AGENT II	20.66	18.99	21.18	19.46	21.71	19.95
DATA CONTROL SPECIALIST	20.99	19.33	21.51	19.81	22.05	20.31
DATA ENTRY OPERATOR	20.36	18.68	20.87	19.15	21.39	19.63
DATA PROCESSOR DOCUMENT CLERK	20.12	18.46	20.62	18.92	21.14	19.39
DATA PROCESSOR LIBRARY CLERK	21.02	19.35	21.55	19.83	22.09	20.33
DATA PROCESSOR OPERATOR I	21.02	19.35	21.55	19.83	22.09	20.33
DATA PROCESSOR OPERATOR I	19.63	19.63	20.12	20.12	20.62	20.62
DATA TECHNICIAN - TCU	22.16	22.16	22.71	22.71	23.28	23.28
DISBURSEMENT TYPIST	20.12	18.46	20.62	18.92	21.14	19.39
DIVISION STENOGRAPHER	20.34	18.66	20.85	19.13	21.37	19.61
DOCUMENT PRODUCTION TECHNICIAN **	21.73	21.73	22.27	22.27	22.83	22.83
EMPLOYMENT PROCESSING CLERK **	21.85	21.85	22.40	22.40	22.96	22.96
EMPLOYMENT SERVICES CLERK **	20.41	20.41	20.92	20.92	21.44	21.44
EQUIPMENT INVENTORY SPECIALIST	21.53	19.85	22.07	20.35	22.62	20.86

TCU EMPLOYEES HOURLY WAGE RATES

CLASSIFICATION	As of July 1, 2003		2.50% As of July 1, 2004		2.50% As of July 1, 2005	
	Hired Before 09/01/79	Hired After 09/01/79	Hired Before 09/01/79	Hired After 09/01/79	Hired Before 09/01/79	Hired After 09/01/79
EQUIPMENT RECORDS SPECIALIST	21.53	20.59	22.07	21.10	22.62	21.63
GENERAL CLERK	20.52	18.85	21.03	19.32	21.56	19.80
GENERAL CLERK I	20.83	19.03	21.35	19.51	21.88	20.00
GENERAL CLERK II	20.39	18.70	20.90	19.17	21.42	19.65
GENERAL CLERK III	20.34	18.66	20.85	19.13	21.37	19.61
GENERAL CLERK/MARKETING	20.23	18.57	20.74	19.03	21.26	19.51
JANITOR	19.02	17.39	19.50	17.82	19.99	18.27
LEAD ASSIGNMENT COORDINATOR CLERK	23.87	23.87	24.47	24.47	25.08	25.08
LEAD CUSTODIAN **	18.19	18.19	18.64	18.64	19.11	19.11
LEAD DOCUMENT IMAGE SPECIALIST	20.89	20.89	21.41	21.41	21.95	21.95
LEAD EQUIPMENT RECORDS SPECIALIST	21.84	21.84	22.39	22.39	21.95	22.95
LEAD MOPPER WAXER	21.21	19.53	21.74	20.02	22.28	20.52
LEAD MAIL CLERK	19.99	19.99	20.49	20.49	21.00	21.00
LEAD PRINTING SERVICES OPERATOR **	29.58	29.58	30.32	30.32	31.08	31.08
MAIL & DUPLICATING CLERK	19.66	17.99	20.15	18.44	20.65	18.90
MAIL CARRIER	20.28	18.74	20.79	19.21	21.31	19.69
MAINTAINER - (TCU)	20.28	18.74	20.79	19.21	21.31	19.69
MAINTENANCE SOFTWARE SPECIALIST **	21.02	21.02	21.55	21.55	22.09	22.09
MATERIEL CONTROL CLERK	21.53	20.59	22.07	21.10	22.62	21.63
MESSENGER CLERK	19.73	18.08	20.22	18.53	20.73	18.99
MESS CLK/REL MAIL CARRIER	19.73	18.08	20.22	18.53	20.73	18.99
MOPPER WAXER	19.46	17.78	19.95	18.22	20.45	18.68
MOPPER WAXER/REL MESS CLERK	19.46	17.78	19.95	18.22	20.45	18.68
ORDER TYPIST*			-	-	-	-
PASSENGER RELATIONS REP	21.38	19.70	21.91	20.19	22.46	20.69
PAYROLL CLERK	20.95	19.30	21.47	19.78	22.01	20.27
PAYROLL SPECIALIST **	22.09	22.09	22.64	22.64	23.21	23.21
PENSION & INSURANCE CLERK	20.34	18.66	20.85	19.13	21.37	19.61
PERSONNEL SERVICES CLERK	21.85	21.85	22.40	22.40	22.96	22.96
PHOTOCOPYING MACHINE OPERATOR	19.84	18.17	20.34	18.62	20.85	19.09
PHOTOLITHOGR PROC. OPERATOR **	27.13	27.13	27.81	27.81	28.51	28.51
PRINTER I	21.75	20.09	22.29	20.59	22.85	21.10
PRINTER II **	27.13	27.13	27.81	27.81	28.51	28.51
PURCHASING CLERK	21.59	21.59	22.13	22.13	22.68	22.68

TCU EMPLOYEES HOURLY WAGE RATES

CLASSIFICATION	As of July 1, 2003		2.50% As of July 1, 2004		2.50% As of July 1, 2005	
	Hired Before 09/01/79	Hired After 09/01/79	Hired Before 09/01/79	Hired After 09/01/79	Hired Before 09/01/79	Hired After 09/01/79
RECEIVING CLERK	20.85	19.47	21.37	19.96	21.90	20.46
RECEIVING DOCK STOREKEEPER *			-	-	-	-
RECORDS CLERK	19.84	18.17	20.34	18.62	20.85	19.09
REVENUE CLERK	20.12	18.46	20.62	18.92	21.14	19.39
SCHEDULE CLERK	22.17	20.47	22.72	20.98	23.29	21.50
SCHEDULE TYPIST *			-	-	-	-
SCHEDULING DOCUMENT/GRAPHICS TECH.	22.17	22.17	22.72	22.72	23.29	23.29
SERVICE DIRECTOR	21.32	19.64	21.85	20.13	22.40	20.63
SR. ACCTS. PAYABLE CLERK	20.40	18.72	20.91	19.19	21.43	19.67
SR. CUSTOMER SERVICE AGENT II	21.33	19.65	21.86	20.14	22.41	20.64
SR. EQUIPMENT RECORD SPECIALIST *			-	-	-	-
SR. TRUCK DRIVER/CLERK	21.53	20.59	22.07	21.10	22.62	21.63
STENOGRAPHER	20.34	18.66	20.85	19.13	21.37	19.61
STOCK CLERK	20.84	19.19	21.36	19.67	21.89	20.16
STOREKEEPER	21.53	20.59	22.07	21.10	22.62	21.63
SUPVG ACCTS CLERK	21.52	19.84	22.06	20.34	22.61	20.85
SUPVG ACCTS PAYABLE CLERK	21.52	19.84	22.06	20.34	22.61	20.85
SUPVG CONTROL CLERK	21.52	19.84	22.06	20.34	22.61	20.85
SUPVG DATA ENTRY OPERATOR	20.35	18.67	20.86	19.14	21.38	19.62
SUPVG SERVICE DIRECTOR	22.37	20.70	22.93	21.22	23.50	21.75
TRAVELING STOREKEEPER	21.53	20.59	22.07	21.10	22.62	21.63
TRUCK DRIVER/CLERK	21.23	20.05	21.76	20.55	22.30	21.06
TYPIST CLERK	19.84	18.17	20.34	18.62	20.85	19.09
UTILITY A/TCU	19.77	18.11	20.26	18.56	20.77	19.02
VAULT TRUCK DRIVER ***	21.23	20.04	21.76	20.54	22.30	21.05
VEHICLE VERIFICATION CLERK	21.53	19.85	22.07	20.35	22.62	20.86
WORD PROCESSOR OPERATOR I **	20.89	20.89	21.41	21.41	21.95	21.95

*Inactive Classification

**Position paid at same rate of pay for prior and after 1979

***Includes hourly rate and additional compensation for classification/position pay changes

ARTICLE 2

RATES AND BASIS OF PAY

The language of this article will be amended to reflect the following:

~~Effective July 1, 2000, the cumulative cost of living adjustments (.66) granted during the collective bargaining agreement covering the years 1997 through 2000 will be added to the base rate.~~

Effective July 1, 2003, no wage increases.

~~Effective July 1, 2000~~ **July 1, 2004**, the base rate for all TCU represented employees will be increased by ~~2.7%~~ **2.5%**.

~~Effective July 1, 2001~~ **July 1, 2005**, the base rate for all TCU represented employees will be increased by ~~3.0%~~ **2.5%**.

~~Effective July 1, 2002, the base rate for all TCU represented employees will be increased by 3.0%.~~

ARTICLE 7

SHORT VACANCIES/OVERTIME

a) Definitions

- 1) A short vacancy is a position for which the regularly assigned employee will be absent for less than thirty (30) days.
- 2) An overtime assignment is an assignment which must start prior to or be continued after the end of the regularly scheduled shift or on a regularly scheduled day off when no employees are assigned to the hours to be worked.
- 3) The Overtime List is a list of employees within a Department who indicate their commitment in writing to work overtime or to fill short vacancies based on location, shift, and/or rest day.
- 4) Overtime Pay
 - (a) Except where otherwise provided in this Agreement, time in excess of eight (8) hours, exclusive of the meal period, on any day will be considered overtime and paid on the actual minute basis at one and one-half (1½) times the basic straight time hours.
 - (b) Employees who work on their assigned days off shall be paid at one and one-half (1½) times their basic hourly straight time rate for all hours worked in excess of forty (40) straight time hours worked in any work week, except where such work is performed by an employee due to moving from one assignment to another or where overtime is required on a scheduled day off.
 - (c) There shall be no overtime on overtime (no pyramiding). Overtime hours paid for shall not be utilized in computing the forty (40) hours per week.
 - (d) **Union leave, taken in accordance with Article 43 Section e), will be included when calculating hours worked.**
- 5) Overtime List
 - (a) An Overtime List will be prepared at a minimum of every six (6) months by canvassing all employees in the department.

- (1) Employees will indicate their commitment to work when signing their availability to work overtime or a short vacancy by location, shift and/or rest days, as determined by Departmental policy.
- (2) When overtime or a short vacancy is available, employees will be canvassed in seniority order from the Overtime List based on location, shift, and/or rest day for which they indicated availability.
- (3) Employees who have signed up and refuse to fill overtime or short vacancies twice, for the location, shift, and/or rest day for which they signed up during the six-month period, may be removed from the Overtime List for the remainder of the six-month period.
- (4) Employees removed from the Overtime List in accordance with (3) above will be allowed to reinstate onto the current Overtime List provided the employee requests reinstatement in writing to his/her immediate supervisor. If the employee is reinstated onto the current Overtime List, the employee may be required to accept overtime when he/she is called for overtime. Employee refusing overtime after reinstatement may be subject to Article 30.

b) Payment of Overtime

- 1) The provisions of Article 7, a), 4), (a) will not be applicable when, in following their assignments from position to position, the Vacation or Authority Relief positions work more than eight (8) hours on any day. If the Vacation or Authority Relief position is not accorded eight (8) hours off duty between positions, they shall be compensated at the time and one half (1½) rate for service performed beyond their scheduled eight (8) hour shift.
- 2) Article 7, a), 4), (a) will not be applicable to employees bidding or displacing which requires work in excess of eight (8) hours on any day due to moving to their new assignments.
- 3) Employees voluntarily working overtime on a scheduled day off will be paid for all hours worked on that day. Employees will be advised of the voluntary work schedule at the time the overtime is offered.

Employees required to work on a scheduled day off will be guaranteed eight (8) hours of work at one and one-half times their basic hourly straight time rate of pay.

Payment for hours worked will be in accordance with Article 7, a), 4) of this Article.

c) Assignment of Overtime

- 1) No overtime will be worked except by direction of proper authority, except in cases of emergency where advance authority is not obtainable. When employees are required to work overtime, reasonable advance notice will be given when it is possible to do so.

- 2) Employees shall not be required to suspend work during regular hours to absorb overtime.

d) Filling Overtime Assignments

- 1) Employees at the location who are regularly assigned to the kind of work for which overtime is necessary shall be given preference in seniority order in filling overtime assignments.
- 2) Where work is required by the Authority to be performed on a day which is not a part of any assignment, employees regularly assigned to the kind of work for which overtime is necessary shall be given preference in seniority order in filling overtime assignments.
- 3) Planned overtime may be offered as a unit to cover special projects and/or assignments for the total period for which overtime is required. Employees regularly assigned to the kind of work for which overtime is necessary shall be given preference in seniority order in filling overtime assignments.

e) Filling Short Vacancies

Short vacancies (including vacation vacancies) may be filled without applying the provisions of Article 15, at the option of the Department Head. If such vacancies are to be filled, they shall be filled in the following manner:

- 1) By using the available qualified employee holding assignment on a Authority Relief Pool position. Authority relief employees are not to be used to work more than one (1) short vacancy in a day except as provided in Article 7, e), 5).
- 2) If Article 7, e), 1) does not provide an occupant, it shall be filled by the senior available and qualified employee on the roster, at the location, who is off on that employee's rest days and who has on file a written request for this work.
- 3) If Article 7, e), 2) does not provide an occupant for a position at a location where twenty-four (24) hour coverage is provided, it will, by mutual consent of the senior employees involved, be filled by working the qualified employee on each side of the vacancy, four (4) hours overtime apiece.

(For positions that require a scheduled delivery [e.g. Truck Drivers, Messenger Clerks], to follow Article 7, Section e)(3) may not be practical.)

- 4) If Article 7, e), 3) does not provide an occupant, it shall be filled by the senior available and qualified employee on the roster at that location and who has on file a written request for this work.
- 5) If the provisions of 7, e), 4) do not provide someone to work the short vacancy, the vacancy may be filled by qualified employees from the Overtime List

whose hours do not conflict with the hours of the short vacancy and who have on file written requests to be used shall be given the opportunity, in seniority order, to work the short vacancy.

- 6) If the provisions of 7, e), 5) do not provide someone to work the short vacancy, the junior available and qualified employee at the location on the roster who is off on rest days may be required to protect the vacancy.
 - 7) If none of the regular assigned employees desire to work the short vacancy, the employees currently on duty at the location may be required to protect the vacancy.
 - 8) If none of the above alternatives provide an occupant for the short vacancy, The Authority shall, first unless impractical, fill these short vacancies from the TCU school. If the Authority is unable to fill these short vacancies from the TCU school, the Authority may fill the positions with On-Call employees (see Article 15). These employees may not be used to absorb overtime work as provided in Article 7, or be used to evade the establishment of a new position, but will be used as described in Article 7, e).
- f) If it is necessary to work a regularly assigned position on a holiday, the regular incumbent of said position shall be used, except that if the incumbent thereof requests and is given permission to lay off on such holiday, it shall be filled by the senior qualified available employee at the office or location whose regular assigned position is not worked on the holiday and who accepts such work when offered.

Management's Proposal
10-6-03

ARTICLE 9

TRAVEL TIME

- a) Employees temporarily required to perform service away from their regularly assigned work location shall be allowed time spent traveling between their regular assigned work location and the new work location. The maximum travel time allowance under this Article shall not exceed four (4) hours per shift. Travel time will be paid at the straight time rate of the assignments worked, subject to Article 2.

- b) All employees traveling to a different assigned work location except those delineated in c) below will receive travel time pay as described in Section d). Location reassignments within shifts, except Zone A, will be afforded an additional hour of travel pay, for each reassignment, but no more than four (4) hours travel time per shift.

Employees moving from one (1) assigned work location to another work location within Zone A will not receive travel pay.

- c) This Article shall not apply under any of the following described conditions:
 - 1) Traveling in exercise of seniority choice to take assignments, or after displacement.
 - 2) Employees hired at Headquarters and sent to any other location to enter service.
 - 3) Employees assigned to fill vacancies or new positions under the provisions of Article 15(j).
 - 4) Extra or unassigned employees temporarily required to perform service at a location within five (5) miles from point of residence.
 - 5) Employees relieved on account of sickness or at their own requests before completion of the day's work.
 - 6) Employees furnished an Authority vehicle for travel to and from another location other than assigned work location, during their assigned shift.
 - 7) Relief assignments as defined in Article 5(b).

- d) The following zones will apply for application of travel pay:

ZONE A - NO TRAVEL PAY for Travel Within Zone A

One Gateway Plaza, Maple Lot, Arco Plaza, East Los Angeles, Regional Rebuild Center (RRC) (location 30), Divisions 1, 2, 3, 4, 5 and 10, Location 14 (South Park), 20, **21**, and Vernon Yard, South Central Center, and Wilshire, 61 Heavy Rail Maintenance-of-Way (MOW) **and Gateway Sector Office (87).**

ZONE B - ONE HOUR TRAVEL PAY for Travel Between Zones A and B or B and C or Within Zone B

Divisions 6, 7, 9, 11, 12, 18, 22 Hollywood Center, and Terminals 19 and 27, 60 (Rail Operations Center), 66 Light Rail Maintenance-of-Way (MOW) **Westside Sector Office (88) , South Bay Sector Office (86) and San Gabriel Valley Sector Office (85).**

ZONE C - TWO HOURS TRAVEL PAY for Travel Between Zones A and C or Within Zone C

Divisions 8, 15, **and Van Nuys Center and San Fernando Sector (84).**

NOTE: Any locations added to the Authority will be placed into the closest zone. The Authority and Union shall meet to determine which zone is closest.

- e) Employees used under Section (a) of this Article when held away from regularly assigned location will be allowed actual necessary expenses for lodging and for meals before or after assigned working hours.
- f) It is understood that in the application of Section (e) no employee shall be directed by management to move from his/her job classification outside of his/her current roster.
- g) In the event an employee is required to use a private owned vehicle on MTA business, he/she will be reimbursed for mileage and parking. Employees will be reimbursed on a per mile basis. The mileage reimbursement shall be at the established MTA mileage reimbursement rate in effect at the time of the travel. Employees' insurance will be primary.

ARTICLE 14

PROMOTIONS, ASSIGNMENTS AND DISPLACEMENTS

- a) Promotions, assignments and displacements under these rules shall be based on seniority, fitness and ability; fitness and ability being sufficient, seniority shall prevail.
 - 1) An employee will be deemed to possess sufficient fitness and ability if:
 - (a) the employee meets the minimum qualifications of the position and has passed all required tests within the last twelve (12) months; or
 - (b) the employee's current position is in the same family group of the vacancy being filled as identified in Article 15; or,
 - (c) the employee held the position before and the job has not substantially changed since the employee last held the position.
 - 2) However, an employee deemed to have sufficient fitness and ability by virtue of meeting any of the above criteria in (1) above will not be awarded the vacant position, if within the previous six months:
 - (a) the employee was assessed Step 1 and Step 2 disciplinary actions, and his/her attendance record places him/her on a Step 3 status. (Employees bidding for equal or lower rated positions within their current roster would not be subject to an attendance record review);

or,
 - (b) the employee has been assessed a disciplinary suspension of three (3) or more days. However, if the employee would have been the successful bidder and the suspension is subsequently modified or reversed, to less than three (3) days, the employee will be allowed to displace the position and be made whole for any difference in pay.
- b) Sufficient is intended to more clearly establish the right of the senior employee to a new position or vacancy, or make displacement where two (2) or more employees have adequate fitness and ability.

- c) All employees will exercise roster seniority for selecting vacations, bidding or displacing purposes and Authority seniority, insofar as length of vacation and other benefits are concerned.
- d) When Management elects to train an employee as an extra Customer Service Agent or extra Service Director the senior employee under the provisions of this Agreement with sufficient fitness and ability who has a written request on file shall be trained. Employees breaking in as an extra Customer Service Agent or extra Service Director outside their assigned hours or on their rest days shall be compensated at eighty-five percent (85%) of the established rate of the position on which he/she is breaking in. It is understood and agreed that such break in pay shall be paid at the pro rata rate.
- e) An employee who wishes to bid back into a position from which the employee has been gone for a period of more than twelve (12) months must satisfy the minimum qualifications for the position which are in effect at the time of return and will be required to pass a job-related skills test if the job has substantially changed since the employee last held the position.
- f) A representative of the Human Resources Department, upon request from a TCU member, will meet at a mutually agreed time, to discuss the areas of strengths and weaknesses identified as a result of the member's participation in the Authority's selection process.
- g) The Authority has available in-house training programs and benefits to all of its employees for the purpose of improving their skills and increasing their promotional opportunities. These training programs and benefits are made available to all employees, including TCU members, through the Employee Development Section of the Human Resources Department. TCU members are encouraged to take advantage of these training programs and benefits.
- h) **Promotional/Transfer/Displacement Family Groups**
 - (a) **Promotional/Transfer Family Groups are defined as groups of similar job classifications with similar sets of skills, knowledge, and abilities or dissimilar jobs with similar levels of job complexity (i.e., Family Group K). An employee displaced pursuant to Article 16 must have held the position within the previous 12 months or must pass the test of any asterisked positions in the employee's Family Group in order to displace the junior employee in the asterisked position.**

(b) The following constitutes the Promotional/Transfer Family Groups:

Family Group A - Finance

Accounts Clerk
Accounts Payable Clerk
~~Cash Clerk **~~
~~Cash Clerk/Assistant CCC Supervisor~~
~~Cash Clerk/Mopper Waxer * & **~~
~~Cash Clerk/Relief Vault Truck Driver~~
~~Cash Operations Specialist (PAD)*~~
~~Currency Processing Clerk *~~
Lead Document Specialist *
Payroll Clerk *
Payroll Specialist (PAD) *
Revenue Clerk
Senior Accounts Payable Clerk
Supervising Accounts Clerk (PAD)*
Supervising Accounts Payable Clerk (PAD)*
Supervising Control Clerk (PAD)*

Family Group B - Customer Relations

Closed Circuit TV Observer
Customer Information Agent I
Customer Information Agent II
Customer Service Agent I
Customer Service Agent II
Passenger Relations Representative (PAD)*
Senior Customer Service Agent II (PAD) *
Service Director *
Supervising Service Director*

Family Group C - Custodial

Cash Clerk/Mopper Waxer * & **
Custodian**
Janitor
Lead Custodian (PAD) *
Lead Mopper Waxer (PAD) *
Mopper Waxer
Mopper Waxer/Relief Messenger Clerk
Utility "A"/TCU

* Requires a supplemental test prior to award of position.

** "Trainee" Identified Classification

(**) "Trainee" Identified Classification limited only to active roster employees.

Mail & Duplicating Clerk**
Mail Carrier**
Maintainer** (TCU)
Messenger Clerk**
Messenger Clerk/Relief. Mail Carrier**

Family Group D - Inventory

Material Control Clerk_*
Receiving Clerk**
Stock Clerk**
Storekeeper * (**)
Senior Truck Driver/Clerk **
Truck Driver/Clerk **

Family Group E - General Clerical

Clerk
Division Stenographer
Employment Services Clerk (PAD) *
General Clerk
General Clerk I
General Clerk II
General Clerk III
Records Clerk
Stenographer
Stops and Zones Clerk (PAD) *
Typist Clerk

Family Group F - Truck Delivery

Cash Clerk/Relief Vault Truck Driver
Senior Truck Driver/Clerk**
Truck Driver/Clerk**
Vault Truck Driver

Family Group G - Printing

Lead Printing Services Operator (PAD) *
Printer I
Printer II_*

* Requires a supplemental test prior to award of position.

** "Trainee" Identified Classification

(**) "Trainee" Identified Classification limited only to active roster employees.

Family Group H - Reproduction

Bindery Operator II_*
Photocopying Machine Operator
Lead Photocopying Machine Operator

Family Group I - Computer Operations

Computer Operations Specialist_*
Data Control Specialist
Data Entry Operator
Data Processing Document Clerk
Data Processing Library Clerk
Data Processing Operator I
Data Processing Operator II
Supervising Data Entry Operator (PAD)*

Family Group J - Photolithographics

Photolithographic Process Operator

Family Group K - Specialized Clerical

Assignment Coordinator Clerk (PAD) *
Lead Assignment Coordinator Clerk (PAD) *
Data Technician/TCU
Scheduling Document /Graphic Technician
Employment Processing Clerk (PAD) *
Equipment Inventory Specialist
Equipment Records Specialist
Maintenance Software Specialist (PAD)*
Pension & Insurance Clerk_*
Personnel Services Clerk*
Schedule Clerk
Vehicle Verification Clerk
Word Processor Operator I

Family Group L – Purchasing

Purchasing Clerk (PAD) *

Family Group M –

Cash Clerk **
Cash Clerk/Assistant CCC Supervisor
Cash Clerk/Mopper Waxed * & **

Cash Clerk/Relief Vault Truck Driver
Cash Operations Specialist (PAD)*
Currency Processing Clerk *

- * Requires a supplemental test prior to award of position.
- ** "Trainee" Identified Classification
- (**) "Trainee" Identified Classification limited only to active roster employees.

Tentative Agreement

10-6-03

ARTICLE 25

EQUIPMENT FURNISHED

- a) Typewriters and other office equipment devices will be furnished and maintained in working order by the Authority at offices where management require their use.
- b) The Authority will continue the practice of providing regulation coveralls or two-piece uniforms to Vault Truck Drivers, Janitors, Mopper Waxers, Custodians, Print Shop employees (where appropriate) and Materiel Department employees on the following basis:
 - 1) Each employee shall be provided with six (6) pairs of coveralls or two-piece uniforms. **Those employees who work the majority of their shift outdoors in extremely low temperatures, may be issued on a one-time basis, one (1) Department-Designated jacket, in exchange for a uniform or uniforms of an equivalent cost.**
 - 2) In order to obtain replacement of worn or damaged garments, employees must turn in garments that are to be replaced.
- c) Laundry service of regulation garments will be provided by the Authority without cost for Cash Counting Room employees, Vault Truck Drivers and Janitors, Mopper Waxers, Custodians, Print Shop employees, Mail Carriers, Messenger Clerks, and Materiel Department employees.
- d) The Authority shall provide all new Service Directors and employees in the Prepaid Sales Unit, except for the Typist Clerks assigned to headquarters location(s), with an initial issue of uniforms. The uniforms will be composed of the following:

SERVICE DIRECTOR: 3 Slacks (female)
 3 Trousers (male)
 3 Shirts (male)
 3 Blouses (female)

PREPAID SALES EMPLOYEES: 2 Vests each
 3 Skirts and/or Slacks each (female)
 3 Blouses each (female)
 3 Shirts each (male)
 3 Trousers each (male)

3 Shorts (male) (Stock Room Delivery Personnel)
3 Shorts (female) (Stock Room Delivery Personnel)

There will be no charge to qualified employees for the initial issue of uniforms, as described above. Appropriate shirt or coat badges will be provided at no charge to the employees for the initial issue. When an employee receives an initial issue of uniforms he/she will not be eligible to receive the uniform allowance until the following fiscal year.

An optional blazer is authorized for wear by the employees of the Customer Service Centers, but will not be provided by the Authority. Also, a sweater of a color specified by the Authority may be worn with the uniform during work hours.

The Authority shall reimburse each qualified employee up to a maximum of three hundred dollars (\$300) per year of this agreement.

This reimbursement will be made between July 1 and the following June 30 on the employee's anniversary date as a regularly assigned employee in the position which qualifies for the uniform allowance. However, payment will not be made to an employee who has performed no service for the Authority, as covered by this Agreement, since the previous July. Also, no payment will be made to an employee who leaves the Authority through retirement or termination, prior to the following July 1.

- e) The Authority will provide prescribed coveralls, at no cost to the Cash Clerks in the Central Cash Counting Room, since these employees are not permitted to take their coveralls out of the building.
- f) The Authority will furnish plantronic headsets at no cost to the employee, to those Customer Information Agents who desire them.
- g) The Authority will provide new Thomas Guides for Customer Information Agents.
- h) The Authority will furnish the following uniform items to Mail Carriers and Messenger Clerks:

Mail Carriers: 6 Slacks (female)
 6 Trousers (male)
 6 Blouses (female)
 6 Shirts (male)
 1 Jacket each

Messenger Clerks: 6 Slacks (female)
 6 Trousers (male)
 6 Blouses (female)
 6 Shirts (male)

- i) The Authority will provide Customer Information Agents with lockable lockers. The employee will retain all keys to their locker.
- j) The Authority shall provide employees with up to two (2) pairs of regulation safety shoes per year to those employees required to wear safety shoes. The Authority shall bear any additional expense for employees who require special shoes due to physical needs. Medical verification may be required of those employees who need special shoes. Only employees required to wear safety shoes shall be eligible under this provision.
- k) Shop coats: Each division shall be provided with two (2) shop coats for each Equipment Record Specialist.
- l) It is the responsibility of employees to use appropriate care and protection of Authority issued property.
- m) LICENSES

1) REIMBURSEMENT OF FEES PAID

Employees with one or more years of service required to renew permits or Class "A" or "B" Drivers licenses by the Authority or by the federal, state, county, or city governments will be reimbursed for the fees paid for renewing such permits or Class "A" or "B" Drivers licenses.

2) PHYSICAL EXAMINATIONS

- a) The Authority shall pay the cost of the physical re-examination required by the Department of Motor Vehicles, Division of Drivers' Licenses, as well as evidence of such examination, without cost to the employee, providing such physical re-examination is performed at the time and location as directed by the Authority.
- b) The Authority will schedule the necessary physical re-examination during the employee's regularly scheduled work day.
- c) In the event the employee is scheduled for the physical re-examination before or after his/her regularly scheduled work day, the Authority agrees to pay the employee a guarantee of one (1) hour minimum pay at one and one-half times straight time pay or overtime for the actual time the employee spends at the medical facility if beyond one hour.
- d) Treatment for physical ailments or defects found during the physical re-examination is not covered by this Article.

For the Los Angeles County Metropolitan
Transportation
Authority

Dan Cassidy 10/6/03
Dan Cassidy Date

For the Transportations
Communication Union

R G Huff 10-6-03
Raymond Huffer Date

ARTICLE 32

ARBITRATION PROCEDURE

- a) Claims or grievances arising under the interpretation or application of this Agreement, not satisfactorily resolved through the grievance procedure may be submitted to arbitration upon the Union's written request.
 - 1) The request for arbitration shall be served upon the Authority within fifteen (15) days from date of decision of the highest officer of the Authority designated to handle disputes, or the date of mediation.
 - 2) Grievances may be submitted to formal arbitration or, by mutual agreement, to expedited arbitration.
- b) The following shall constitute the procedure for submitting grievances to arbitration, either expedited or formal:
 - 1) The parties may mutually agree to select a single arbitrator. If the parties do not agree in the selection of an arbitrator, the parties shall jointly request that the State Mediation and Conciliation Service provide them a list of seven (7) qualified and available arbitrators. No person submitted on the list by the service shall have any official, financial, or other connection with or interest in the Authority or the Union.
 - 2) Within ten (10) days of receipt of said list Union and the Authority representatives shall each strike three names in the following manner:

The two representatives shall determine by lot the order of elimination, and thereafter alternate until each has eliminated three names from said list. The seventh and remaining name shall be accepted by both as the arbitrator of record. The Authority and the Union representatives shall immediately thereafter notify the ~~Federal~~ State Mediation and Conciliation Service of their joint selection.
 - 3) Within five (5) days from the date of selection of the arbitrator the parties shall contact the arbitrator to request a hearing date.
 - 4) By agreement between the Authority and the Union, the time limits set forth in Section b), Paragraphs 1), 2) and 3) may be extended in individual cases.

- c) Formal Arbitration – The parties agree to follow the generally accepted practice and procedure for labor arbitrations. Each party shall bear all costs for presentation of its case. Cost of the arbitrator shall be equally shared by the parties. Where both parties agree to use a certified shorthand reporter, the cost for the reporter shall be equally shared by the parties.

The arbitrator's jurisdiction shall be strictly limited to determining whether there has been a violation of a provision of this Agreement. The arbitrator shall not have any power to add, subtract, modify, or establish any terms or conditions in this Agreement.

- d) The procedure for Expedited Arbitration – shall be as follows:
- 1) Grievances may be submitted to expedited arbitration by mutual agreement of the parties. The types of grievances to be presented through expedited arbitration shall include those involving discipline, discharge, and other grievances mutually agreed upon.
 - 2) Neither party may be represented by an attorney.
 - 3) The parties will meet prior to the scheduled hearing date to stipulate to the agreed upon facts and, if possible, the issue to be presented.
 - 4) The presentation of facts may be by the parties' representatives, presentation of witnesses or both, but the hearing shall be informal and rules of evidence shall be liberally construed.
 - 5) Each party will keep its presentation brief, no longer than thirty (30) minutes if possible.
 - 6) There shall be no formal notes or transcript.
 - 7) At the close of the hearing, the parties shall present oral arguments. Written briefs may be submitted on an exceptional basis, for example, at the conclusion of a complicated grievance, and with the agreement of both parties. If briefs are to be written, they shall be submitted within fifteen (15) calendar days of the close of the hearing. Copies are to be sent to the other party as well as the Arbitrator.
 - 8) The Arbitrator shall render a brief written opinion within fifteen (15) days of the close of the hearing or receipt of the written brief, whichever is longer.
- e) Either party may call any employee as a witness in any proceedings before the arbitrator, and if the employee is on duty, the Authority agrees to release him/her from duty so he/she may appear as a witness.

- f) It is understood and agreed that the provision of Articles 30, 31, and 32 shall be the sole and exclusive means of settling any dispute or controversy arising out of the application or interpretation of this Agreement.
- g) In computing the time limits as fixed in this article, Saturdays, Sundays, and holidays shall be excluded.

ARTICLE 47

EFFECTIVE DATES – DURATION – TERMINATION

- a) Except as otherwise provided herein, this Agreement shall be effective ~~July 1, 2000~~ **July 1, 2003** and shall remain in full force and effect up to and including ~~June 30, 2003~~ **June 30, 2006** and shall continue in effect thereafter, unless notice in writing of termination has been served by either party upon the other, no later than ninety (90) days prior to ~~June 30, 2003~~ **June 30, 2006** and may be terminated by either party serving upon the other a written notice of termination not later than ninety (90) days prior to the time it is proposed to make such termination.
- b) Any requests to modify or change this Agreement or any portion thereof, shall be made in writing and shall be served on the other party not later than ninety (90) days prior to ~~June 30, 2003~~ **June 30, 2006** and in the event the Agreement is in effect after such date by reason of the provisions for Section a) of this Article 47, not later than ninety (90) days prior to the time it is proposed to make such change or modification.
- c) This Contract constitutes the full Agreement of the parties hereto on the subjects covered herein; and it is hereby agreed that neither party shall use any type of economic force concerning the terms of this Agreement during the term of said Agreement.
- d) All prior Collective Bargaining Agreements and any side letters between the parties that are not attached to this Collective Bargaining Agreement are null and void upon the effective date of this agreement.

**SIDELETTER OF AGREEMENT
BETWEEN THE
Los Angeles County Metropolitan Transportation Authority
AND THE
Transportation Communications Union**

03C

Training Option for Incumbent Cash Clerks

Upon ratification of this labor agreement, the nine (9) incumbent Cash Clerks shall be offered the opportunity to receive truck driver training. This is a result of changes to Article 14, specifically moving the Cash Clerk classification out of "Family Group A - Finance" and into "Family Group M - Cash Room."

For the Los Angeles County
Metropolitan Transportation
Authority:

Dan Cassidy 9/15/04
Dan Cassidy Date

For the Transportation Communications
Union:

Raymond Huffer 9/15/04
Raymond Huffer Date

**SIDELETTER OF AGREEMENT
BETWEEN THE
Los Angeles County Metropolitan Transportation Authority
AND THE
Transportation Communications Union**

September 15, 2004

The Parties agree that the attached "Draft Amendment Implementing Drop Benefit LAMTA Maintenance Employees' Retirement Income Plan" will be presented to the Trustees for the LACMTA Transportation Communications Union Retirement Income Pension Committee for inclusion into the TCU retirement plan.

For the Los Angeles County
Metropolitan Transportation
Authority:

Dan Cassidy *9/15/04*
Dan Cassidy Date

For the Transportation Communications
Union:

R 6 Huffer *9/15/04*
Raymond Huffer Date

SIDELETTER OF AGREEMENT – 03A

Creation of Scheduling Documents and Graphics Technician Classification

This agreement is entered between the Los Angeles County Metropolitan Transportation Authority (Authority) and the Transportation Communications Union (Union) for the purpose of reclassifying the existing Document Production Technician (DPT) and Schedule Clerk classifications to a new classification titled Scheduling Documents and Graphics Technician. The new general classification is being established to meet the clerical support needs of the various service sectors. The job description for the new classification is attached for informational purpose only.

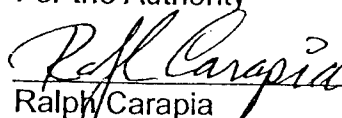
The terms and conditions for the Agreement are as follows:

1. A new Transportation Communications Union-represented classification of Scheduling Documents and Graphics Technician will be established effective March 10, 2003, with a base rate the same as the Schedule Clerk. The position will remain on the same roster.
2. The rate of pay will be the same for employees hired before and after September 1, 1979.

Effective March 7, 2003, all current Document Production Technician as well as Schedule Clerks positions are scheduled to be abolished. As part of this process only, all provisions in the Transportation Communications Union agreement regarding abolishment and creation of new positions will be waived and the current Document Production Technicians and Schedule Clerk incumbents will be allowed to bid in roster seniority order on vacant Scheduling Documents and Graphics Technician positions as to work location (service sector). Incumbents not interested in transferring to a service sector may exercise displacement rights under the current collective bargaining agreement.

3. Unless otherwise specified and agreed to by the parties, all terms and conditions of the CBA will apply to the newly established Scheduling Documents and Graphics Technician classification.

For the Authority



Ralph Carapia
Acting Deputy Chief
Labor Relations Officer

Date: 4/4/03

For the Union



Ray Huffer
Division and Local Chairman

Date: _____

DRAFT

Los Angeles County Metropolitan Transportation Authority

TCU Job Classification Specification

SCHEDULING DOCUMENTS AND GRAPHICS TECHNICIAN

Basic Function

Under moderate supervision, prepares material for publication by using PC based word processing and desktop publishing software as well as performs general office support duties for various functions within an assigned service sector.

Classification Characteristics

Supervised by:

Examples of Duties

- Operates personal computer to input, edit, and complete pre-press preparation of schedules materials and other Authority documents
- Does layouts and paste-ups of maps, timetables, and artwork for printing
- Computes scale reductions and enlargements of artwork
- Develops computer graphic displays for artwork reproduction
- Maintains computerized and manual files of schedules, Authority forms, and artwork
- Answers telephone, responds to inquiries, and provides information to Authority representatives, outside vendors, and the general public.
- Processes incoming mail, employment applications and other miscellaneous correspondence.
- Assists in greeting visitors, customers, other Authority personnel, and employment applicants; responds to questions and provides direction as needed
- Types, prints, and distributes letters, memos, contracts, cards, forms, and reports using a typewriter and/or personal computer.
- Operates computer terminal to retrieve, enter, and update office records.
- Provides support to scheduling personnel, including maintaining complaints from Operators and customers regarding transit schedules and documents; ordering and maintaining timetables and other scheduling documents; receiving and filing Service Delay and Incident Reports and other schedule reports; making arrangements for the printing of schedule documents
- Receives and reviews employment applications for completeness and scans into applicant data base; forwards applications to corporate Human Resources Department
- Maintains employment-related filing systems; maintains and updates job vacancy bulletin board and Employment Center workstation; assembles employment application packets and testing materials; schedules for human resources staff

Service Sector Clerk

(Continued)

- Maintains files for a variety of monthly safety reports, including Cal-OSHA, audit, inspection, and progress reports
- Assists in the scheduling of employees for return-to-work medical examinations
- Maintains community relations database of names and addresses of local elected officials, various community organizations and associated representatives
- Assists with mass mailings
- Receives responses to invitations from participants of community meetings; creates rosters of attendees
- Assists in ordering and maintaining adequate quantities of collateral materials used for community relations events; interfaces with event organizers to determine estimated number of attendees; gathers and assembles appropriate quantities of materials
- Maintains supplies of MTA timetables, maps and other customer marketing information materials at customer reception within Sector offices and to transit centers near Sector offices

Essential Knowledge and Abilities

Knowledge of:

- Functions and operations of PC based word processing and desktop publishing software
- Proper use, care, and storage of PC
- General office practice and procedures
- Correct English grammar, spelling, and punctuation.
- Complex record keeping.

Ability to:

- Perform detailed layout and paste up work
- Enter, edit, combine, print, and electronically store text on PC
- Adhere to production standards and deadlines
- Type 40 net words per minute.
- Prepare reports and correspondence
- Maintain complex records.
- Operate a calculator.
- Operate specified word processing equipment and/or personal computer and computer terminal.
- Proofread work and identify errors.
- File materials alphabetically, numerically, and chronologically.
- Deal tactfully and effectively with the public and other authority staff.
- Read, write, speak, and understand English.
- Follow oral and written instructions.

Service Sector Clerk (Draft)

Date Prepared: 12/9/02

Service Sector Clerk
(Continued)

Minimum Qualifications

Two years of experience performing responsible general clerical duties, which has included experience maintaining computerized databases, and one year of experience utilizing MS Word and PageMaker software. Experience dealing with the general public is desirable.

Special Conditions

- Ability to lift and move objects weighing up to 30 pounds may be required for some assignments.
- Some assignments may require a valid California Class C driver's license.

Disclaimer

This job specification is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions are requested by their supervisor.

SIDE LETTER OF AGREEMENT – 03B
Rate of Pay – Document Production Technician

In Appendix I of the current Collective Bargaining Agreement certain job classifications are listed as exempt from the normal progression pay steps due to recruiting difficulties. The classification of Document Production Technician has been identified as falling under this category and the parties mutually agree that this classification should be added to the list. New employees hired on or after July 1, 1997 or employees bidding into this classification from another job classification will be paid at 80% of the rate of the next higher classification.