

Memorandum



Date December 26, 2014
To All MTA Bus Managerial Employees
From Heidi Lemanski, Chief of Staff
Re **Revised Managerial Compensatory Time Policy**

I am pleased to announce that President Darryl Irick has approved the following changes to our policy governing the accrual and usage of managerial compensatory time effective immediately.

I. The Timeframe for Utilization of Managerial Compensatory Time:

Managerial Compensatory time earned under this revised policy must be utilized within **one (1) year** from the date the time is earned. Compensatory time not utilized during the one year period will be forfeited. Managers are strongly encouraged to use compensatory time during the allotted timeframe to avoid losing unused time.

II. “Special Circumstances” Compensatory Time:

Under the current policy, compensatory time could not be earned on a regular workday, and could only be earned by managers working three and a half (3 ½) or more hours on a regular day off (RDO) and/or holiday, with a maximum accrual of up to seven (7) hours with prior approval (career & salary and operating)

In recognition of the contributions and dedication exhibited by MTA Bus managers during past extreme weather events, we have revised the policy to add that in the event of “special circumstances” designated as such by the President (e.g., operational responses to a snow emergency), special compensatory rules will apply to designated coverage on regular days, RDO, and/or holidays. Managers required by their department to provide additional coverage to support safe operations will earn:

- Compensatory time on an hour-for-hour basis for any time worked in excess of two (2) additional hours beyond their normal tour of duty on a **regular work day**. For example, a manager who is required to work an additional six (6) hours on his/her regular work day due to “special circumstances” will be credited with four (4) hours of compensatory time. This will apply to designated coverage on regular work days for approved “special circumstances” and will apply to both Career & Salary and Operating Managers. Maximum compensatory time credited under these circumstances is 12 hours per day.

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- Compensatory time on an hour-for-hour basis on a **RDO and/or holiday** provided a minimum of two (2) hours are worked. Maximum compensatory time of up to twelve (12) hours may be earned. For example, a manager who is required to work thirteen (13) hours on a RDO and/or holiday due to “special circumstances” will received twelve (12) hours of compensatory time.

Consistent with the current policy, there will be no compensation for unused compensatory time earned as a manager, including “special circumstances” overtime, upon separation from employment with the MTA Bus Company.

In order for a manager to receive credit for special circumstance compensatory time, it must be charged to job number 08614 on a manager’s time sheet and approved by his/her supervisor.

As with all leave, use of compensatory time is subject to supervisory approval and operational circumstances. Therefore, to ensure appropriate coverage throughout our system, employees should make every effort to provide as much advance notice as possible when requesting days off.

The Compensatory Time policy instruction is currently being reviewed in its entirety. Additional policy changes, as deemed appropriate, will be issued separately.

cc: C. Cipriano