

Memorandum



New York City Transit

Date: December 19, 2014

To: All Managerial Employees

From: Patricia A. Lodge, Acting Vice President, Human Resources

Re: Revised Managerial Compensatory Time Policy

I am pleased to announce that President Carmen Bianco 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 has been extended
Under the current policy, managers were permitted sixty (60) days to utilize earned managerial compensatory time; that timeframe has now been extended to **one year** from the date the time is earned. 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 Overtime has been added
Under the current policy, compensatory time could not be earned on a regular work day, and could only be earned by managers working four (4) or more hours on a RDO and/or holiday, with a maximum accrual of up to seven (7) hours (Career & Salary) or eight (8) hours (Operating) with prior approval.

In recognition of the contributions and dedication exhibited by NYCT managers during past extreme weather events, we have changed 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 work days, RDO's 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.

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

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Consistent with current policy, there will be no compensation for unused compensatory time earned as a manager, including "special circumstances" overtime, upon separation from employment with NYC Transit.

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 Division of Human Resources is currently reviewing the *Compensatory Time* policy instruction in its entirety. Additional policy changes, as deemed appropriate, will be issued separately.

cc: R. Bergen