

Letter of Agreement  
Between  
Local 2021, D.C. 37  
&  
New York City  
Off-Track Betting Corporation

In House JBC'S Assigned to Office Services

The following guidelines are to be implemented as follows:

I- *Work schedules*

- *Employees appointed to the title of Junior Building Custodian (JBC) full-time shall be scheduled a minimum of forty (40) hours per week.*
- *Employees appointed to the title of JBC part-time shall be scheduled a minimum of twenty-five (25) hours per week.*
- *All incumbents may be scheduled additional hours to meet the needs of the Corporation as defined by management.*
- *Management will define the needed schedules to effectively meet the needs of the Corporation and will post the same on a quarterly basis. (i.e. - January- March, April-June, July- September, October-December)*
- *At least two weeks before the commencement of the quarter, employees will be given an opportunity to bid for the posted schedules. Full-time employees will bid for full-time schedules and Part-time employees for part-time schedules.*
- *The employee will be assigned to a schedule utilizing Title Seniority (F/T or P/T) and if necessary, Corporate Seniority and Alphabetical order of the first name.*

## II- Overtime Assignments

### A. Projected or anticipated overtime. (as a result of vacations, illness, special projects etc.)

- Overtime will first be offered to the part-time JBC utilizing title seniority. Such overtime will first be offered to the most senior part-time JBC and thereafter overtime will be offered on a rotational basis by Title Seniority (ex: upon implementation, the first projected or anticipated overtime assignment will be offered to the most senior, the next time over-time is scheduled, the second most senior (P/T) JBC will be offered the O/T, etc).

Note- the overtime assignment maybe for the needed hours in one (1) day or number of days if such overtime is needed in consecutive days. If the overtime is scheduled for consecutive days to cover for an employee while on vacation for at least two weeks, coverage will be assigned as above however, the assignment will be distributed one week at a time.

- If an employee declines the offered overtime, he/she will not be offered overtime until their rotation occurs again.

### B. Emergency overtime (when an employee who is scheduled to work does not show up or calls in sick/emergency annual)

- Overtime will be offered to the part-time employee(s), who is working on that day of the emergency; coverage will be sought first on a voluntary basis and if necessary scheduled by title seniority. If the above employees decline to work the overtime, the other part-time employee(s) will be contacted and offered the overtime, by title seniority, on a rotational basis.

If none of the part-time employees accept the overtime hours, then full-time employees, by title seniority, will be offered the overtime on a rotational basis.

- If none of the canvassed employees accept the overtime, management will direct the least senior part-time employee to work the required hours.

Note: Should such be required, p/t employees will be directed to work on a rotational basis

III-

*Sunday Assignment*

A. All JBC's will be issued a Sunday pick schedule, on a quarterly basis, and they will identify the Sundays desired.

- Assignments will be scheduled for the quarter based on picks by Title Seniority (note: the seniority date to be utilized will be when the employee was appointed to the title of JBC on a Part-time basis)
- The Sunday assignment will be scheduled on a rotational basis by seniority with the exception listed below.
- Employees, who are scheduled to work the preceding Saturday p.m. shift, and his or her Sunday pick is for that Sunday, will be permitted to work the first a.m. shift regardless of seniority.

B. Employees who are scheduled to work on Sunday will be required to comply with the following:

- If for whatever reason said employee can not work the designated Sunday, and he/she informs management by twelve (12) noon on the Thursday before the scheduled Sunday that he/she cannot work on Sunday, he/she will not be penalized and will be permitted to work his/her scheduled rotation Sunday. If management is notified after twelve (12) noon on Thursday through Saturday, the 1<sup>st</sup> incident in a quarter, he/she will not be penalized, and will be permitted to work his/her scheduled rotational Sunday. If there is more than one (1) similar incident in a quarter, said employee will forfeit the next scheduled rotational Sunday. If management is notified on the Sunday the employee is scheduled to work, said employee will forfeit the next scheduled rotational Sunday.

Note: if an employee as a result of illness, cannot report to work on Sunday and provides documentation on the first day returning to work, he/she will not be penalized and will be permitted to work his/her scheduled rotational Sunday. However, if such occurs more than once in a quarter, said employee will forfeit the next rotational Sunday.

C Employees who are scheduled to work on Sunday and he/she does not call or report to work will be deemed AWOL. Such employee will forfeit Sunday assignments for the following quarter.

IV- Vacations

A. All full-time and part-time employees are entitled to take two (2) consecutive weeks of vacation between May 15<sup>th</sup> and October 15<sup>th</sup> of each year. Corporate seniority (exclusive of per diem hire date) will be the determining factor on the vacation pick.

- Submission of a summer vacation request must be made by April 1, and OTB shall respond to such request no later than May 1<sup>st</sup>.

Submission of a winter vacation request must be made by September 1, and OTB shall respond to that request no later than October 1<sup>st</sup>.

- Where administratively feasible, employees shall be permitted to take their annual leave during the vacation year.

Note: Employees must have the time accrued upon actual start of, as well as on the date of vacation request.

V- Miscellaneous Matters-

A. Sick calls-Employees, who are scheduled to work and are legitimately ill, must call management and leave a reason for their absence. Note: if it's anticipated that the illness will require an extended absence, he/she should inform management of same.

- Request for emergency annual leave- the same principle will apply.

B. Management will determine if such requests will be authorized.

C. Calls to management must be made as follows:

- Employees' Scheduled for an A.M. shift must call management at home no later than one and one half (1 ½) hour prior to the commencement of the scheduled shift (i.e. 6:30 a.m. and 7:00 a.m.).
- Employees scheduled for a P.M. Monday through Friday shift must call management, at Corporate Headquarters, no later than five (5) P.M. on said scheduled date.

Be advised, sick calls and/or emergency leave for all shifts (i.e. A.M. P.M. and Weekends.) are to be called in to the Director of Office Services, Christina High, or Linda Sivells Manager of Office Services, at their home, and or by pager on said schedule date.

The Director of Office Services, if necessary, will identify a designee who may be called, should either the director and the manager anticipate not being available. The name and phone numbers of the designee will be posted in advance.

D Violation of the call in requirement referred to above, will be dealt with as follows:

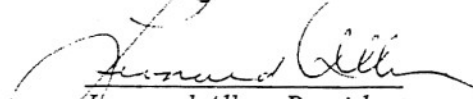
- 1<sup>st</sup> Incident- Reminded of call in requirement and the Supervisor will make a notation of the incident
- 2<sup>nd</sup> Incident- The employee will be issued a warning memorandum
- 3<sup>rd</sup> Incident- the employee will be issued a reprimand and warned of further disciplinary action if it occurs again.

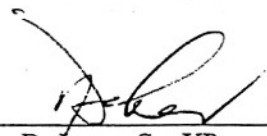
E Request for the use of comp days

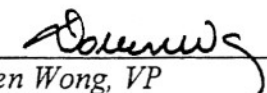
- The employee must submit, in writing, such request at least two weeks in advance of the requested day, management shall respond to that request no later than three (3) day of receipt.

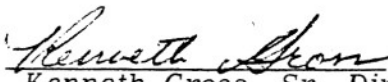
Accepted,

Date: Apr. 12, 2000

  
Leonard Allen, President  
Local 2021, D. C. 37

  
Victor DeLeon, Sr. VP  
Human Resources/Labor Relations

  
Doreen Wong, VP  
Administrative Services

  
Kenneth Gross, Sr. Director  
Administrative Services &  
Materials/Management

  
Christina H. High, Director  
Office Services