



# Newsletter

**JUNE 2025**

3375 E. Slauson Ave., Suite 233 - Vernon, CA 90058

Direct (213) 252-1395

Website: [www.afscme-3634.org](http://www.afscme-3634.org)

## *My Weekend at the AFSCME Organizing Summit in Denver*

**I had an incredible first-hand experience at the 2025 AFSCME Organizing Summit in Denver, Colorado. I joined AFSCME volunteer member organizers (VMOs) from all over the country, and honestly, I wasn't sure what to expect. But I arrived with an open mind, a lot of optimism, and plenty of excitement!**

**The Summit gave me a fantastic preview of AFSCME's organizing efforts nationwide. I learned so much from getting the tools I needed to have effective organizing conversations to gain valuable first-hand organizing experience.**

**It was a powerful and inspiring opportunity to connect with fellow members and dive deeper into what organizing means.**

**One of the most exhilarating parts of the weekend was when 100 teams of AFSCME VMOs, including me, swarmed the Denver area to knock on doors and talk to local county workers about the incredible power of being in a union. These are the same Colorado county workers who recently won the right to collectively bargain in the state, making our conversations even more impactful.**

**We talked to close to 200 county workers about the difference AFSCME can make and how essential it is to have a voice at your workplace. By the end of the day, our efforts paid off: we welcomed 70 new members into the AFSCME family! It was a truly great experience.**

**Eric Urena**

**Rail Signal Supervisor: MOW**

**AFSCME Shop Steward**

## ***Unauthorized activities on company property and equipment:***

As supervisors, we are expected to uphold higher standards as frontline managers responsible for enforcing Standard Operating Procedures (SOP), Human Resources policies, the Code of Conduct, Drug and Alcohol policies, Civil Rights, and EEO policies. Consequently, when we break a rule, we often face harsher penalties due to these expectations. Please ensure that unauthorized individuals are not present in company vehicles or on company property. Additionally, avoid loitering in areas where you should not be. Be cautious and stay away from places such as your house, a family member's home, stores, and restaurants.

Many of our work sites have cameras, and company vehicles are equipped with GPS and black boxes.

Adhering to these guidelines it is crucial for maintaining the integrity of our operations and setting a positive example for others. Non-compliance can result in serious consequences and undermine the trust placed in us by management. We must all take personal responsibility for our actions and ensure that we follow the rules and regulations set forth by the company.

Veronica Gunn  
Recording Secretary  
626-485-0707

*"Opportunities don't happen, you create them".*

— Chris Grosser



## MAKING WISE WORK DECISIONS

## Union Brothers and Sisters,

**Just a friendly reminder to stay in your work areas when on company time and in Metro work units. Metro units have GPS, and they can be tracked by management at any given time. Don't put yourself in a situation where you must try to justify your actions and/or location.**

**Let's not forget that when at work, we are taking care of business on behalf of Metro, not doing favors which can be unethical, or trying to be nice or cool with people. Sometimes those decisions can lead you down the road of discipline if you're not careful or you can even be terminated. There have been instances where Supervisors have clocked in employees, they supervised that were late or called out, which led them to being placed under investigation that resulted in them being disciplined and even terminated.**

**So just keep that in mind. The union can't do miracles when they have you dead to rights.**

**As Supervisors and Metro employees we must follow the code of conduct and ethics policies.**

**“Metro is a public agency that shall conduct its business with integrity in an honest and ethical manner”**

**So, with that being said, we are not allowed to accept gifts from vendors.**

**Any gift(s) must be brought to management and turned into the ethics dept. It's not worth being disciplined or terminated over. We all make good money here at Metro.**

**As public servants when we wear our uniforms, we have eyes on us all the time. People love to record videos and post them up on social media so be careful and mindful of what you do and your surroundings. We must carry ourselves professionally. We must try to be respectful and courteous to each other and the public we work for.**

**Follow the rules, let's make our money and go home. It's as easy as that.**

**Just food for thought.**

**Sincerely,**

# Edgar Suarez

## AFSCME Local 3634 Union Steward

## General Services Supervisor



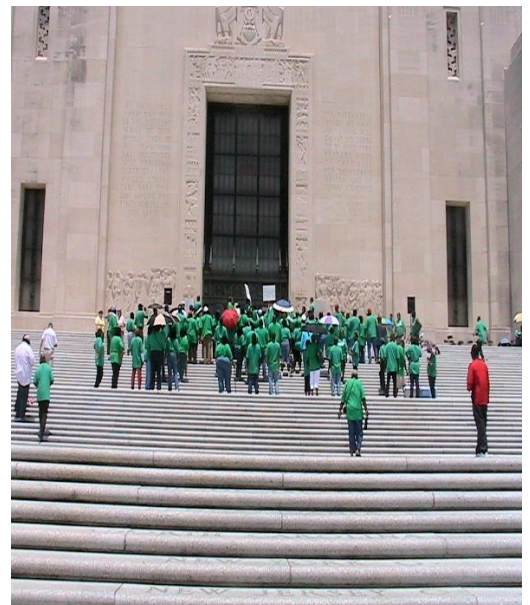


# *Failure To Comply in An Investigation*

**The Union is sending out this friendly reminder regarding notifications of investigations:**

**If you are contacted by an investigatory department with Metro and you intentionally refuse to comply or cooperate in the process; you can be charged with violating the policy and be subject to discipline.**

**Don't take that chance.**



## ***Legal Documentation: Beneficiaries and Power of Attorney***

### **Sisters and Brothers**

**As a friendly reminder, please make sure that your beneficiary documentation and Power of Attorney paperwork are accurate and up to date.**

**In the event of an unforeseen situation that may arise and if you become ill, injured or incapacitated, you want to make sure that your paperwork is in order and that your family is taken care of.**

**Your Metro Life insurance, Mission Square and CalPERS all require different and separate forms for beneficiaries.**

**With CalPERS there is also a form for Power of Attorney on the website.**

**Please log on, follow the instructions provided and keep copies of your records.**







# Purchase Card (P-Card) Protocol

As a friendly reminder:

To all of our Sisters and Brothers in the bargaining unit who use P-Cards, you are not required, nor should you be pressured or forced to use it. We have a written agreement from December of 2023 to substantiate our position.

As we have said previously, if you make the decision to use the P-Card, please make sure that you receive the proper training and understand what the rules entail and follow any and all protocols. Failure to do so can have major ramifications and could possibly result in a disciplinary process.

# ELECTRONICS DEVICE POLICY

For those who aren't familiar with the HR Policy as it relates to electronic devices and areas in the workplace where they are prohibited, please read up on it.

Our goal is to avoid unnecessary meetings with management regarding these types of violations.

## Local 3634 Shift Swapping Policy

On page 21 of our Local 3634 Constitution and By-laws, the issue of shift swapping is explained. Our local does not condone any form of shift-swapping. Such behavior undermines the hard-fought right to work any overtime for applicable classifications.

When Supervisors swap their regular shifts with another Supervisor, at the request of management or for their own personal benefit, harm is done to your fellow AFSCME members.

Shift-swapping is a violation of all CBA articles pertaining to bidding rights. It violates Article 32 by negating the next members turn in the rotation for overtime.

The purpose of bidding is to secure your ability to have a standard assignment without worrying if you may be assigned to any shift other than what was bid. It also guarantees that "Seniority" and "Shift Protection" are protected.

## Medical and Prescription Drug Documentation

As a friendly reminder, please make sure that you renew and or submit your medical documentation (Such as FML) in a timely manner, including If you're off work on medical leave. Please read HR policy 21 as it relates to requesting time off when making your medical appointments. Management can ask for verification when doing so. If you are taking prescription medication prescribed by your doctor that could possibly show up in a random test, return to work or if you are renewing your medical certification, please make sure that you submit the appropriate form(s) (to HR) required by MTA immediately to protect yourself.



### Reporting Incidents: On and Off Duty

AFSCME Family:

It is very important that incidents that take place at work or off duty involve you personally and can affect your employment, you must notify and provide information to your employer immediately. If you, as a supervisor, are approached by those that you supervise directly or another employee who reports or makes a comment to you that they were subjected to comments or actions by another employee that they deemed offensive in nature, please provide a written summary to your management team in a timely manner. If the individual who approached you changes their mind and states to you to disregard, please submit the information to your management team. Failing to report such matters can subject you to a disciplinary process. It would be helpful if you would re-familiarize yourselves with company policies: EEO, All CIV policies, HR 43 and the Employee Code of Conduct.

### Investigative Interviews:

If you are contacted by the investigatory department for an interview, we as your Union would highly recommend that you reach out to us to attend. We cannot prevent your being interviewed but we can provide guidance to you during the process.



***There will be a meeting on June 28th, 2025.***

AFSCME Local 3634 is inviting you to a Virtual Zoom meeting.

Topic: General Membership meeting

Time: 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/4556877610?pwd=SWhoZXlaeGlEOEp2SXFzMjFhV0NjZz09>

Meeting ID: 455 687 7610

Passcode: 162889

One tap mobile

+16694449171,4556877610#, \*162889# US



## Certifications-Credentials-Licenses

If you are required as part of your work duties and responsibilities to hold or maintain a valid certification, credential, or license, please don't wait until the last minute to renew your documentation where it can create problems for you in the workplace. Try to begin your renewal process at least 3-4 weeks out, which will allow you ample time to renew in case something unexpectedly happens.

## CBA Article 12.2.1: Informal Discussion or Counseling

If you as an employee are asked by your management to come to the office to discuss a matter or issue and they state that it is informal in nature and not disciplinary, you are not allowed to refuse the request, and they have a right to meet and discuss the issue. A refusal to comply with the request could possibly lead to discipline. During the conversation, if the issue of discipline is brought up then you enact your Weingarten rights and request Union representation.

## HR 21: Updated Attendance Policy

Please search, read, and review the updated Metro Attendance Policy (HR 21) in your spare time at work as relates to excused and unexcused absences, tardies, and call off notification procedures. The updated policy should be dated 1-23-24.





## **AFSCME Member Services**

To all members of the bargaining unit, if you haven't received your membership card from AFSCME International with your AFSCME member number, please go to [Apscme.org](http://Apscme.org), hit the contact us link and fill out the email information box. Please include Local 3634 and District Council 36 in the body of your email. You should receive your green and white AFSCME card within 10-14 days. You can use this card at various locations that offer discounts to union members.



## AFSCME BENEFITS INFORMATION

Medical/Dental/Vision:



Nicole Patino [Patinoni@metro.net](mailto:Patinoni@metro.net)

Milette Short [ShortM@metro.net](mailto:ShortM@metro.net)

### CalPERS

[PensionBenefits@metro.net](mailto:PensionBenefits@metro.net)

### TOWP Contact:

[hrisadmin@metro.net](mailto:hrisadmin@metro.net)

Also, for those of you who have 401/457 questions or need to submit forms for changes or updates, Arif Motiwala is the contact. His Email is [motiwala@metro.net](mailto:motiwala@metro.net)

For those of us who have CalPers for our pension, MTA has a contract with them and is just the intermediary. MTA doesn't make the final call on your retirement benefits and calculations. If you have any questions or problems related to PERS including your service credit, you need to communicate directly with them. If you haven't done so, create your account with them and monitor your service credit. **If you take off work for any reason and miss more than two complete months of work during the service credit year (July 1st to June 30th), it can be detrimental to your yearly credit and delay your retirement.** Again, the Union does not run the PERS retirement system. You must reach out to them.

### Medicare Part B

If you are retiring soon or plan to do so in the near future and you'll be 65 or about to turn 65, please know that you are entitled to receive a Medicare part B supplemental stipend that is a reimbursement if you enroll for part B but you have to ask MTA about it when you retire. The supplemental stipend is \$185.00 in 2025.

### Union Difference

*Life is better in a union. Having a voice on the job means better pay, better health care, a more secure retirement, and so much more. It means having a say in safety, staffing, and other principal issues that help AFSCME members do their jobs and keep America running.*