



# Newsletter

**MAY 2025**

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Direct (213) 252-1395

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

## **TOS/RTOS Arbitration update**

**We wanted to provide you with an update on our recent arbitration that took place on May 1 and May 2, regarding the shake-up for FY 25. Our grievance was comprehensive and covered several essential points, including working As-Directed, rest breaks, and the delay of the shake-up.**

**I am pleased to report that we were thoroughly prepared for the arbitration and feel confident in our efforts. We anticipate receiving a ruling from the arbitrator by mid-September. The AFSCME Local 3634 Executive Board is dedicated to supporting our members and upholding our Memorandum of Understanding (MOU).**

**We are incredibly grateful for our members' unwavering belief in our core values and their support for our Local. Your testimonies, steadfastness, and commitment to telling your truths have been invaluable throughout this process. Thank you for standing firm and supporting our efforts.**

**Best regards,**

**Veronica Carter Gunn  
Recording Secretary  
AFSCME Local 3634  
626-485-0707**

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

# Annual Family and Friend's Day

## Sisters and Brothers

On June 14th at Victory Park in Pasadena, we will host our AFSCME Local 3634 Family Fun Day. We look forward to having all of you come out with your families and friends for a day of games, food, fun and a few other nice surprises. If you're interested in being on the Fun Day committee, please send an email to [L3634@afscme36.org](mailto:L3634@afscme36.org) and you'll be added to the list. **We need about (6) more commitments.**

The time will be from 11am to 6pm. Below are the link and QR code to RSVP for yourself and up to (5) other guests (Total of 6).

The deadline for submitting your information is Friday, May 30th.

[AFSCME Local 3634 Family Fun Day 2025 | AFSCME District Council 36](#)



**\*\*This event as with all Local 3634 events are for dues paying members.**

We also expect members, including their guests, to always maintain and show respect for others.





## **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.



## COMMUNITY VOLUNTEER COMMITTEE

The Local wants to increase its volunteer activity via food banking and distribution and other community events such as blood donation drives, back to school events in addition to turkey and toy giveaways during the end of the year holiday season

If you have an interest in being a part of the Volunteer Event Committee,

Please send your request via email to the local



## 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 May 17th, 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](https://www.afscme.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.*