

NEWSLETTER



September 2025

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Reminder: Get Permission Before Clocking In or Out for Others

Why It Matters

Time records aren't just about hours worked, they're also legal documents. If someone is clocked in when they're not actually at work (or clocked out before they really leave), it makes the records inaccurate. Even if you're trying to help, it can be viewed as falsifying company records.

What Could Happen

- Investigation of your records could be reviewed.
- Discipline Depending on findings, corrective action may follow.
- Bigger Consequences Repeated issues could mean stronger action.

The Right Way

- Employees are responsible for their clocking in and out
- If the system isn't working, or a coworker truly needs help, check with the manager first.
- Get permission and keep it documented.

Bottom Line

Clocking in or out for someone else might feel like a shortcut, but it can create big headaches for everyone involved. When in doubt, ask first. It keeps records accurate, keeps you out of trouble, and keeps everything fair.

Merari Esparza
AFSCME Steward



Sisters and Brothers,

The union leadership finalized an agreement this past year for straight time overtime for our FLSA exempt employees that ensures we are giving priority to perform our work duties when there is a need to fill a vacant shift. Prior to this agreement our subordinate employees were given the opportunity to perform our work and were compensated at a 5% premium above leader pay on the vacant shift.

The agreement states that we are compensated on a one-to-one basis. One hour worked is one hour paid at straight pay. Please ensure that all hours worked are correctly submitted on your e-time to your manager. Thank you for your continued support of this board and your Union.

Fraternally,

Jim Avila

L3634 Executive Board Member



Dear Sisters and Brothers,

If you are asked or assigned to train managers, directors, or other non-AFSCME employees, please inform your management that this is a violation of your Collective Bargaining Agreement (CBA). It is acceptable to provide initial or refresher training to other members within the bargaining unit. If training is a scope of your, please get clarification from us before moving forward.

Management should handle the training of their own staff. Additionally, we should not perform or be assigned management tasks, as this is their responsibility and what they are compensated to do. We also need to know if your job duties are being delegated to management or another union.

Thank you for your attention to this matter.

In solidarity,

Veronica Gunn
626-485-0707

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

REST BREAK ARBITRATION: TOS/RTOS REMINDER TO SUBMIT STATEMENTS

Sisters and Brothers

On July 1st our Union Attorney communicated with us that our original Rest Break grievance filed in November 2020 will go to Arbitration beginning **October 29th through Monday November 3rd**. This arbitration is directly tied to our members not receiving rest breaks at all from the period of November 2017 to June of 2024.

This arbitration is independent of the Triennial shakeup arbitration that took place in May of this year. Back in late 2023, early 2024, many of you submitted information via a link where you stated that you had not received either one or both of your Rest Breaks.

We are now requesting written statements from all TOS/RTOS who worked in a Bus or Rail division on the 2nd or 3rd shift during the specified time frame. As with the Triennial shakeup arbitration, the more statements we gather the better it is for our attorney to present the case. There is strength in numbers.

We are requesting that you submit your statements in writing with your name, badge, work classification and list all locations and shifts worked during the time frame in question via email. Please sign your document if you create a pdf. If you are willing to testify at the proceedings, please note that as well in your email correspondence.

The deadline for the submission of the written statements is Friday September 26th, 2025. The sooner we receive your information, the better.

We appreciate your assistance and cooperation in this matter



PAPERWORK: MEETING TIMELINES & DEADLINES

If your work duties and responsibilities require you to submit paperwork daily, weekly, or monthly, the Union requests that you complete your tasks to avoid meetings scheduled by management concerning work performance.

-Thank you for your cooperation.

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 September 20th, 2025.

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

Topic: August General membership

Time: Aug 23, 2025, 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/4556877610?pwd=SWhoZXlaeGlEOEp2SXFzMjFhV0NjZz09&omn=97709307155>

Meeting ID: 455 687 7610

Passcode: 162889

One tap mobile

+16694449171,,4556877610#,,,,*162889# US

+16699009128,,4556877610#,,,,*162889# US (San Jose)

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, 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

Milette Short ShortM@metro.net

CalPERS

PensionBenefits@metro.net

TOWP Contact:

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 motiwalaa@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.