

NEW YORK CITY TRANSIT
DIVISION OF TRACK

To: ALL CONCERNED
FROM Theara Washington, Labor Planning and Picks, Maintenance of Way, TRACK
SUBJECT: TRACK PICK PROCEDURES

In order to establish a clear set of guidelines for the pick, the following procedures will be in effect, in addition to the standard rules listed within the pick:

1. The pick will run on consecutive days starting at 8:30 AM. There will be no picking on Friday, Saturday, Sunday and Holidays.
2. All employees will, as in all prior picks, be allowed five minutes to select a job. It is recommended that five (5) possible selections be made before coming into the pick room.
3. Employees not present when their name is called will be allowed a five-minute grace period. If not present, after the grace period, the employee will be assigned.
"THERE WILL BE NO EXCEPTIONS."
4. The entire pick will be posted outside the pick room during all hours of the pick process. Jobs will be crossed off as soon as possible after they are picked. Those jobs selected from previous days will be crossed out.
5. Employees will be scheduled in groups starting at 8:30 AM; (They are expected to be PRESENT at their group time. The last group will be scheduled at 1:00 PM. All employees will be required to bring their "NYC TRANSIT PASS" AND required CDL CREDENTIALS.
6. Supervision is reminded that they must release an employee in sufficient time to arrive at the Pick according to the schedule.
7. The Sub-Divisions are reminded not to prepare any G-46's for Permanent Restricted Duty personnel once the Pick starts.
8. The pick will be held at WEST 4th ST., NE middle level mezzanine on the "A", "B", "C", "D", "E" and "F" line.
9. Employees **must** be in a **full work** status or permanent restricted duty and present a transit pass to be eligible to pick. Employees who have **filed** for retirement **or** have not been in a work status for **30 days** or more will NOT be permitted to pick or be assigned. They will, upon return to a full duty active status, be assigned to available open jobs.

EXCEPTION: EMPLOYEES WHO ARE OUT S.C.I. WHO PROVIDE PROOF OF A JOINT AGREEMENT FROM THEIR PERSONAL PHYSICIAN AND WHOSE RETURN DATE IS PRIOR TO THE CHANGEOVER, WILL BE PERMITTED TO PICK. **ANY FAILURE TO REPORT TO PICKED JOB AND MAINTAIN ATTENDANCE WILL RESULT IN THE JOB BEING BID.** WHEN EMPLOYEES RETURN TO FULL DUTY, THEY WILL BE ASSIGNED.

The above guidelines will apply to all concerned.

****RE CDL's: AT THE TIME OF JOB SELECTION, EMPLOYEES MUST PRESENT ALL REQUIRED LICENSES AND POSSESS ALL TRAINING QUALIFICATIONS, ETC. THERE WILL BE NO EXCEPTIONS!!!**

DIVISION OF TRACK TIME SCHEDULE FOR THE 2018 PICK

NOTICE

ALL EMPLOYEES ARE REQUIRED TO REPORT PROMPTLY IN ACCORDANCE WITH THE SCHEDULE BELOW. EMPLOYEES ARE TO BE PREPARED TO MAKE IMMEDIATE SELECTION OF JOB ASSIGNMENT.

(MONDAY, JUNE 18, 2018)

8:30AM RRTC #1-6

9:00 AM TRACK WORKERS #1 THRU SENIORITY #65

10:00 AM TRACK WORKERS #66 THRU SENIORITY #130

11:00 AM TRACK WORKERS SENIORITY #131 THRU SENIORITY #190
12 PM LUNCH

1:00 PM TRACK WORKERS #191 THRU SENIORITY #275

(TUESDAY, JUNE 19, 2018)

8:30 AM TRACK WORKERS SENIORITY #276 THRU SENIORITY #345

9:30 AM TRACK WORKERS SENIORITY #346 THRU SENIORITY #415

10:30 AM TRACK WORKERS SENIORITY #416 THRU SENIORITY #480
12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #481 THRU SENIORITY #565

(WEDNESDAY, JUNE 20, 2018)

8:30 AM TRACK WORKERS SENIORITY #566 THRU SENIORITY #630

9:30 AM TRACK WORKERS SENIORITY #631 THRU SENIORITY #700

10:30 AM TRACK WORKERS SENIORITY #701 THRU SENIORITY #760
12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #761 THRU SENIORITY #835

DIVISION OF TRACK TIME SCHEDULE FOR THE 2018 PICK (CON'T)

NOTICE

ALL EMPLOYEES ARE REQUIRED TO REPORT PROMPTLY IN ACCORDANCE WITH THE SCHEDULE BELOW. EMPLOYEES ARE TO BE PREPARED TO MAKE IMMEDIATE SELECTION OF JOB ASSIGNMENT.

(THURSDAY, JUNE 21, 2018)

8:30 AM TRACK WORKERS SENIORITY #836 THRU SENIORITY #910
9:30 AM TRACK WORKERS SENIORITY #911 THRU SENIORITY #975
10:30 AM TRACK WORKERS SENIORITY #976 THRU SENIORITY #1040
12 PM LUNCH
1:00 PM TRACK WORKERS SENIORITY #1041 THRU SENIORITY #1125

(MONDAY, JUNE 25, 2018)

8:30 AM TRACK WORKERS SENIORITY #1126 THRU SENIORITY #1195
9:30 AM TRACK WORKERS SENIORITY #1196 THRU SENIORITY #1260
10:30 AM TRACK WORKERS SENIORITY #1261 THRU SENIORITY #1320
12 PM LUNCH
1:00 PM TRACK WORKERS SENIORITY #1321 THRU SENIORITY #1400

(TUESDAY, JUNE 26, 2018)

8:30 AM TRACK WORKERS SENIORITY #1401 THRU SENIORITY #1460
9:30 AM TRACK WORKERS SENIORITY #1461 THRU SENIORITY #1515
10:30 AM TRACK WORKERS SENIORITY #1516 THRU SENIORITY #1565
12 PM LUNCH
1:00 PM TRACK WORKERS SENIORITY #1566 THRU SENIORITY #1665

DIVISION OF TRACK TIME SCHEDULE FOR THE 2018 PICK (CON'T)

NOTICE

ALL EMPLOYEES ARE REQUIRED TO REPORT PROMPTLY IN ACCORDANCE WITH THE SCHEDULE BELOW. EMPLOYEES ARE TO BE PREPARED TO MAKE IMMEDIATE SELECTION OF JOB ASSIGNMENT.

(WEDNESDAY, JUNE 27, 2018)

8:30 AM TRACK WORKERS SENIORITY #1666 THRU SENIORITY #1725

9:30 AM TRACK WORKERS SENIORITY #1726 THRU SENIORITY #1785

10:30 AM TRACK WORKERS SENIORITY #1786 THRU SENIORITY #1830

12 PM LUNCH

1:00 PM TRACK EQUIPMENT MAINTAINER SENIORITY #1 THRU SENIORITY #50

(THURSDAY, JUNE 28, 2018)

8:30 AM TRACK WORKERS SENIORITY #1831 THRU SENIORITY #1870

9:30 AM TRACK WORKERS SENIORITY #1871 THRU SENIORITY #1910

10:30 AM TRACK WORKERS SENIORITY #1911 THRU SENIORITY #1950

12 PM LUNCH

1:00 PM TRACK EQUIPMENT MAINTAINER SENIORITY #51 THRU SENIORITY #100

(MONDAY, JULY 2, 2018)

8:30 AM TRACK WORKERS SENIORITY #1951 THRU SENIORITY #1990

9:30 AM TRACK WORKERS SENIORITY #1991 THRU SENIORITY #2030

10:30 AM TRACK WORKERS SENIORITY #2031 THRU SENIORITY #2070

12 PM LUNCH

1:00 PM TRACK EQUIPMENT MAINTAINER SENIORITY #101 THRU SENIORITY #FINISH

(TUESDAY, JULY 3, 2018)

8:30 AM TRACK WORKERS SENIORITY #2071 THRU SENIORITY #2100

9:30 AM TRACK WORKERS SENIORITY #2101 THRU SENIORITY #2140

10:30 AM TRACK WORKERS SENIORITY #2141 THRU SENIORITY # 2185

12 PM LUNCH

1:00 PM TRACK WORKERS SENIORITY #2186 THRU SENIORITY # FINISH2218